



South Burnett
Regional Council

Agenda

of the

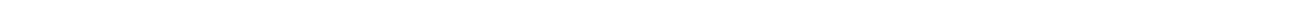
General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 13 May 2015

Commencing at 9.00 am

Chief Executive Officer: Gary Wall



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 13 May 2015

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1. Leave Of Absence

Nil.

2. (a) Prayers

A representative of the Kingaroy District Ministers Association, Pastor Steve Nixon offered prayers for Council and for the conduct of the Council meeting.

(b) Receipt of Petitions

A petition was received signed by residents and business owners from Nanango requesting the immediate halt to the streetscape work in Nanango.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Warren Truss Chamber, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Monday 20 April 2015 as recorded be confirmed.

CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

See Business Function Headings

4. Portfolio - Governance & Economic Development

4.0.1 G&ED - 1450950 - Governance & Economic Development Portfolio Report

Document Information

IR No 1450950

Author Mayor, South Burnett Regional Council

Date 8 May 2015

Précis

Governance & Economic Development Portfolio Report

Summary

Governance & Economic Development Portfolio Report to Council.

Officer's Recommendation

That the Governance & Economic Development Portfolio Report to Council be received.

4.1 Governance

Officer's Report

4.1.1 G - 1450409 - Change to Council's Portfolios

Document Information

IR No 1450409

Author Chief Executive Officer

Date 29 April 2015

Précis

The purpose of this report is to recommend change to the existing Councillor Portfolio structure.

Summary

Due to the recent minor organisational restructure, it was necessary to review the existing Councillor Portfolio structure. The updated responsibilities of the Councillors are listed below.

Cr Wayne Kratzmann	Economic Development, Governance and Communication
C Keith Campbell	Finance, Planning & ICT
Cr Deb Palmer	Property & Human Resources
Cr Kathy Duff	NRM, Parks & Indigenous Affairs
Cr Barry Green	Water, Wastewater & Sport Development
Cr Damien Tessmann	Roads & Drainage
Cr Ros Heit	Arts, Communities, Health & Waste Services

Officer's Recommendation

That the following Councillor Portfolio structure be adopted.

Cr Wayne Kratzmann	Economic Development, Governance and Communication
C Keith Campbell	Finance, Planning & ICT
Cr Deb Palmer	Property & Human Resources
Cr Kathy Duff	NRM, Parks & Indigenous Affairs
Cr Barry Green	Water, Wastewater & Sport Development
Cr Damien Tessmann	Roads & Drainage
Cr Ros Heit	Arts, Communities, Health & Waste Services

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

Communication/Consultation (Internal/External)

Councillors were consulted regarding the proposed changes to portfolios and their portfolio responsibilities.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

Report

As part of the recent organisational restructure a review was also undertaken of Councillors portfolio responsibilities.

A detailed list of responsibilities including the responsible officer is listed below.

COUNCILLOR PORTFOLIO

<p>Economic Development Governance & Communications Cr-W Kratzmann</p> <p>Office of CEO CEO G Wall Council Meetings • Agendas • Minutes Portfolio Workshops • Agendas • Minutes Regional Bodies Grants Coordination Councillors Support</p> <p>Economic Development Manager P Harding SB Directions Advisory Board South Burnett Community Hospital Foundation Ltd Economic Development</p> <p>Finance GM L Schumacher Budget Preparation</p> <p>Disaster Management GM R Hood Disaster Management SES Operations</p> <p>Media & Events Manager C Knudsen Corporate Media Media & Corporate Image Corporate Event Management</p> <p>Governance Legal Counsel Vacant Legal Local Laws & Policies Corporate Planning Operational Planning Information Privacy Right to Information Delegations & Authorisations Councillor Complaint Process</p>	<p>Finance, Planning & ICT Cr K Campbell</p> <p>Finance Manager Vacant Financial Planning Financial Reporting Financial Compliance Budget Monitoring Accounts Receivable Accounts Payable Cash management Finance Registers Trust Accounts Insurance Taxation Payroll Functions Asset Management Stores Operations Contract Compliance Pre-Qualified Suppliers Preferred Suppliers Rates & Revenue</p> <p>ICT Manager A Bills Computer Hardware Network Systems Operating Software GIS System Administration Internet Operating Systems Intranet Operating Systems Telecommunications</p> <p>Plant & Fleet GM L Schumacher Plant & Fleet Management Kingaroy Workshop Nanango Workshop Murgon Workshop</p> <p>Business Systems GM L Schumacher Techone System Administration Techone Implementation Security System Administration Records Management</p>	<p>Corporate Registers Internal Audit Risk Management Quality Management Community Engagement Community Consultation Advertising Web page Social Media Intranet</p> <p>Tourism (Manager P Harding) SB Tourism Advisory Board Tourism Development & Marketing Visitor Information Centres Art Gallery Groups Museum Groups Boondooma Homestead Management Advisory Committee</p>	<p>Planning & Land Management Manager C Du Plessis Strategic Planning Infrastructure Charges Development Assessment Building Compliance/Insp Planning Compliance/Insp Building Assessment Plumbing Assessment</p> <p>Workplace Health & Safety Payroll Functions</p> <p>NRM, Parks, Indigenous Affairs Cr K Duff</p> <p>NRM & Parks Manager G Griffiths Weeds & Pest Management Natural Resources Stock Routes Straying Livestock Coolabunia Saleyards Parks & Gardens Rail Trails Recreational Reserves Boondooma Tourist Park Operations Yallakool Tourist Park Operations Ficks Crossings Cemetery Management Public Conveniences Aerodromes Operations</p> <p>Indigenous Affairs GM S Taylor</p> <p>Building Maintenance only Administration Buildings Art Gallery Facilities Heritage Buildings Library Facilities Museum Facilities Private Hospital Facility PCYC Facility Showground Facilities Sport Ground Facilities Boondooma Tourist Park Facilities Yallakool Tourist Park Facilities Ringsfield House Facilities Aerodrome Buildings</p> <p>Human Resources Manager G Lewis Recruitment & Selection Workplace Relations Performance Management Training</p>	<p>Water & Waste Water & Sport Development Cr B Green</p> <p>Water & Waste Water Manager N Ains Bulk Water Storage Bulk Water Treatment Water Service Delivery Waste Water Treatment Waste Water Service Delivery</p> <p>Sport Development Manager C Knudsen Sports Development Sporting Grants</p> <p>Roads & Drainage Cr D Tessmann</p> <p>Roads & Drainage Manager J Stephaan Roads Footpaths Cycleways Streetscapes Bridges Drainage Flood Mitigation Traffic Facilities Road Mowing & Slashing</p> <p>Design & Tech Services Manager J D'Arcy Design Services Infrastructure Planning Street Lights Quality Assurance Road Naming Traffic Assessments Soil Laboratory Infrastructure Changes</p>	<p>Arts, Communities, Health & Waste Services Cr R Heit</p> <p>Arts & Community Services Manager C Knudsen RADF Program Community Assistance Grants Art Development Cultural Events Healthy Communities</p> <p>Customer Service Customer Service Centres</p> <p>Libraries Regional Librarian K Gough Library Operations</p> <p>Health Services Manager C Patch Health Services Nuisance Control Animal Management Local Laws policing Environmental Protection</p> <p>Waste Management Manager C Patch Waste Collection Landfills & Transfer Stations</p>
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4.1.2 G - 1449269 - Seeking support for the restoration of indexation of the Financial Assistance Grants to Local Government

Document Information

IR No 1449269

Author Chief Executive Officer

Date 29 April 2015

Précis

Seeking support for the restoration of indexation of the grants and for the matter to be raised with the Treasurer in relation to Financial Assistance Grants to Local Government

Summary

Correspondence has been received from the Australian Local Government Association (ALGA) raising concerns about the impact on Local Government across Australia of the Commonwealth Government's decision to freeze the indexation to the Financial Assistance Grants (FAGs) until 2017-18.

The Association (ALGA) estimates that the full impact of the indexation will not be felt until the final year, by which time they estimate the South Burnett Regional Council alone will have lost as much as \$2,770,000.

The ALGA together with the Local Government Association of Queensland (LGAQ) are lobbying to assist local governments to ensure this critical funding source continues to be indexed.

The ALGA and LGAQ are seeking support from Council by way of:-

1. Council to forward a letter to its local Federal Members highlighting the specific implications of the FAGs indexation freeze; and
2. Council to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting Councils to provide important community infrastructure and to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and Council publications, including annual report.

Officer's Recommendation

That Council:

1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Council's services and infrastructure;
 2. Acknowledges the receipt of \$7,103,699 Million in 2014/15; and
 3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications.
-

Financial and Resource Implications

Implications of indexation will have significant impact on Councils ability to maintain a balanced budget without either increasing its rate revenue or reducing its services.

Link to Corporate/Operational Plan

EXC6.2 Develop and maintain close working relationships with State and Federal governments, agencies, corporate entities and community groups

Communication/Consultation (Internal/External)

Consultation has taken place with ALGA and LGAQ representative organisations for Council and local federal members.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

Report

Council has received correspondence from the Australian Local Government Association (ALGA) raising concerns about the freezing of the indexation to the Financial Assistance Grants (FAGs) from the Commonwealth Government.

The ALGA together with the Local Government Association of Queensland (LGAQ) are lobbying to assist local governments to ensure this critical funding source continues to be indexed.

Financial Assistance Grants are a vital part of the revenue base for all councils, and this year Council's received \$2.3 billion from the Australian Government under this important program.

The government's decision in the 2014 Federal Budget to freeze the indexation of FAGs for three years beginning in 2014-15 will unfortunately cost councils across Australia an estimated \$925 million by 2017-18

ALGA and the State Local Government Associations are seeking the support of Council for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs.

While the FAGs are paid through each state's Local Government Grants Commission the funding originates with the Commonwealth and it is important it is recognised as such. This Council along with every other council in Australia, have been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial assistance Grants in assisting Council to provide important community infrastructure.

Council is also being asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and Council publications, including our annual report.

4.1.3 G - 1452033 - Operational Plan Update and Review Report

Document Information

IR No 1377764

Author Manager Corporate and Social Performance

Endorsed
By Chief Executive Officer

Date 05 May 2015

Précis

Nine monthly update & review of KPI's for the Operational Plan 2014/15

Summary

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2014/15 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council detailing the progress towards the implementation of the Annual Operational Plan.

Officer's Recommendation

That the nine monthly update & review of KPI's for the Operational Plan 2014/15 be adopted.



SOUTH BURNETT
REGIONAL COUNCIL

Design & Technical Services Operational Plan 2014/15

Mission: To provide efficient infrastructure planning and design services to the organisation
Officer Responsible: Manager Design & Technical Services
Responsibilities: Infrastructure Planning, Design Services and Materials Laboratory



ACTIVITY **INFRASTRUCTURE PLANNING AND DESIGN SERVICES**

Mission: To provide efficient infrastructure planning and design services to the organisation

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update	
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Departments	SD2	Internal	Concept planning, design and indicative costs provided in advance of construction need	Forward program being developed with detailed concept scoping of high priority projects	
Asset Management	Asset Management Plan implementation	Internal Departments	SD2	Internal	Asset Management Plans implemented into Infrastructure operations and management	No progress	
Design	Provision of design services for the organisation	Internal Departments	SD2	Internal	Designs services completed to meet work programming timeframes	Survey and design program for 15/16 works prepared and survey commencing	
Surveying	Provision of surveying services for the organisation	Internal Departments	SD2	Internal	Surveying services completed to meet programmed works	Meeting service levels required	
Quality Assurance	Quality assurance of infrastructure design and operations	Infrastructure Department, Council and TMR	EXC4	Internal & External	Third party certification of ISO9001 QA system provided by September 2014 and audits completed successfully	Certification achieved in July 2014 and no further external audits done during this period	
Development Application Assessment Advice	Advise of infrastructure requirements for Development Applications	Community, Internal Departments	GO3 & SD2	Internal	Timely and professional engineering advice on Development Applications within SPA timeframes	Meeting service levels required	

ACTIVITY MATERIALS LABORATORY

Mission: To provide timely and efficient materials laboratory services to internal departments and external customers

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update
NATA Certification	Maintain NATA certification for soil laboratory activities	NATA	SD1 & 2	Internal	NATA audits completed successfully and certification maintained	No audit in this quarter – Certification remains
Materials testing	Tests undertaken for Council	Internal Departments	SD2	Internal	Tests analysed and reports provided to departments	Meeting service levels required
Private Works	Tests undertaken for client purposes	Customers	SD1	Internal & External	Tests analysed and reports provided to customers	Continuing to provide service to the private sector



SOUTH BURNETT
REGIONAL COUNCIL

Economic Development Branch Operational Plan 2014/15

Mission: To promote and support the economic development of the South Burnett region.

Officer Responsible: Manager Economic Development

Responsibilities: Economic Development and Tourism, Airports, Dips, Saleyards, Yallakool Park on BP Dam and Boondooma Dam.



ACTIVITY
ECONOMIC AND TOURISM DEVELOPMENT

Mission: To promote and support the economic and tourism development of the South Burnett region.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Precinct master planning for vibrant townships				June 2016
Blackbutt Supermarket/Community Hall				June 2016
Involvement in the Rail Trail – Murgon to Kingaroy				June 2016

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
New cabins for Yallakool Tourist Park & Lake Boondooma Dam				June 2015
Saleyards capital improvements				June 2015
Weather Forecasting Station at the Kingaroy Aerodrome				June 2015

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Regional Economic Development Advisory Committee (REDAC)	Work with community and business leaders to deliver key economic development projects	Business community		Community Plan and Draft Economic Development Strategy	Attend the bi-monthly REDAC meetings Attend scheduled working group meeting	Attended all working group meetings	
Economic Development Strategy	Implementation of the Economic Development Strategy	Business community			Deliver the first six (6) months of year one (1) of the Implementation Plan by June 2015	Strategy adopted by Council January 2015	
Yallakool Park	Provision of pristine competitive facilities	Tourists and locals		Inform - Advertising	Improvement from previous year for patronage and return on investment	On going	
Lake Boondooma	Provision of pristine competitive facilities	Tourists and locals		Inform - Advertising	Improvement from previous year for patronage and return on investment	Ongoing	
Airports	Provision of airport facilities and runway safety	Aviation Community			Airport runway maintained to safety requirements	Ongoing	
Dips	Provision of dip facilities	Rural Cattle Community			Dip facilities adequately service rural community	Ongoing	
Saleyards	Provision of saleyard	Rural Cattle Community			Saleyards adequately service rural community Facilities provide satisfactory animal welfare	Ongoing Ongoing	



Environment and Waste Branch Operational Plan 2014/15

Mission: To serve the community by the provision of services which protect and enhance public and environmental health.

Officer Responsible: Manager Environment and Waste

Responsibilities: Public Health, Local Law Compliance, Waste Management and Environmental Protection.

ACTIVITY PUBLIC HEALTH

Mission: To ensure public health issues are effectively managed in accordance with the relevant legislation.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Licence applications approved under relevant legislation	Licences and Approvals under: • Food Act 2006 • Local Laws • Higher Risk Personal Appearance Services • Residential Services Accommodation Act	Food shop proprietors, Accommodation Premise Operators, Higher Risk Personal Appearance Service Operators, General public		Internal, External	85% of applications approved within 20 business days and 30 business days in accordance with the Food Act 2006.	9 licence applications submitted and 90 % approved within the set number of business days during the first quarter. 32 Licence applications submitted during second quarter & 90 % actioned within timeframes. 22 Food Licence applications submitted during quarter & 90% actioned within timeframes.

Operating activities and services		Performance Measurement	
Routine inspections of licensed premises	Inspections of premises as per inspection program	Internal, External	85% of licensed premises inspected/audited at least once per financial year.
	Food shop proprietors, Accommodation Premises Operators, Higher Risk Personal Appearance Service Operators		222 licensed premises existing and 182 premises inspected in the first quarter. Total percentage of licensed premises inspected/audited once this year to date is 82%. There has been approximately 25 inspections undertaken during the second quarter. 93% of all licensed food premises inspected to date in this f.y. There has been approximately 6 licensed food inspections undertaken in the quarter. 96% of all licensed food premises inspected to date in this f.y.

Operating activities and services		Performance Measurement	
Complaints management:	Inspections and visits in response to Complainants/customer service requests	Internal, External	<p>85% of Customer Service Requests (CSR) actioned within six (6) working days</p> <p>85% of urgent CSR's actioned within forty-eight (48) hours</p> <p>37 public health customer service requests received, 80% of these were actioned within their required time frame.</p> <p>19 Waste complaints General received.</p> <p>427 JJ Richards Waste Complaints received.</p> <p>A total of 483 customer requests received for this quarter period and 483 to date for this year.</p> <p>For the second quarter there where:</p> <p>13 Public Health CRMs</p> <p>37 Env Health CRMs</p> <p>21 Waste General CRMs</p> <p>154 JJ Richard Waste CRMs</p> <p>For the third Quarter there where:</p> <p>11 Public Health CRMs</p> <p>34 Env Health CRMs</p> <p>20 Waste General CRMs</p> <p>166 JJ Richard Waste CRMs</p>
Education	Workshops for community and industry to explain and educate in relation to legislative responsibilities eg food safety/hygiene training	Internal, External	<p>75% of all requests for educational sessions are conducted</p> <p>There were no requests received for community education and therefore no education sessions conducted for the quarter.</p>

Operating activities and services				Performance Measurement	
School based immunisation clinics	Partnership program with Queensland Health	Community, Queensland Health	Internal, External	95% vaccination rate of those who present for immunisation at school based clinics	A total of 701 vaccines were administered across 6 school locations This represented an average of 71% of eligible students.

ACTIVITY LOCAL LAWS COMPLIANCE

Mission: To provide regulation of Council's Local Laws and relevant legislation

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Approvals(Permits/Licences)	Commercial Use of Footpaths Keeping of Animals Animal Management Caravan Parks	Community Business / Industry			85% applications approved within 20 business days 85% of inspection programs conducted annually for each category	20 new applications were submitted and 85% approved within 20 business days (18 Temporary Footpath permits & 2 Excess Dog permits). The second quarter received 12 Short Term Footpath applications and 2 Excess Dog applications. The third quarter received 2 Excess dog applications and 17 Short Term Footpath applications and 6 Annual applications. Kingaroy and Manarago towns had Footpath inspections undertaken for outstanding renewals on Footpath Permits There are: 6 current Kennel/Cattery Permits 7 current Caravan/Camping Ground Permits 122 Current Annual Footpath Permits.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Complaint management	Complaints and inspections to be actioned in required time frame	Community Business / Industry			<p>85% of CSR's actioned within six (6) working days</p> <p>85% of urgent CSR's actioned within forty-eight (48) hours</p>	<p>A total of 326 customer service requests received during the quarter.</p> <p>Of the total customer requests received 28 were urgent and all of these were actioned within the forty-eight (48) hours timeframe</p> <p>298 customer requests of the total were to be actioned within the six (6) working days timeframe. Tech1 is still not able to provide us with level of detail. However, Compliance confirms that not all of these complaints were able to be actioned within time. An estimate would be that 85% have been actioned in accordance with the time requirement.</p> <p>Total of 331 Customer Requests during 2nd Qtr. Cum. total of 657 for the year.</p> <p>187 of these requests were listed as 'High' Priority. Of those which were actually 'Urgent', all were actioned within 48 hrs.</p> <p>Third Qtr.</p> <p>264 Animal CRMs 14 Local Law CRMs 209 Overgrown CRMs 6 Abandoned Vehicle CRMs 4 Signage CRMs</p>

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update	
Education/Public Awareness	To educate community including schools relating to all local laws legislative responsibilities	Community Residents, Schools			75% of PetPEP presentations on responsible pet ownership provided to all schools (and students) that permit and/or request Council to attend	5 responsible pet ownership presentations were requested and a total of 5 educational sessions conducted for the first quarter. 2 nd Qtr – Council did not renew the PetPEP subscription. No further presentations planned. 3 rd Qtr - Council did not renew the PetPEP subscription. However, PetPEP did arrange 3 presentations at Kingaroy, which Council attended.	
Abandoned Vehicles	Impound abandoned vehicles where necessary	Community			85% identified abandoned vehicles to be removed/impound within 10 business days	No abandoned vehicles impounded in the 1 st Qtr. No breaches of the 10 business day KPI timeframe. 2 nd Qtr – 1 vehicle impounded. 3 rd Qtr – 0 vehicles impounded	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Animal Housing (Pound) Operations	Maintain and operate animal housing facilities for impounded animals	Community Residents			<p>100% of Animals held for the prescribed impound period</p> <p>For registered animals or the owner is known – impound for 5 days</p> <p>For unregistered or unknown owner – impound for 3 days</p>	<p>171 Number of animals impounded. 2nd Qtr: 113</p> <p>50 animals with "known owners" were held for the minimum required five (5) days during this quarter. 2nd Qtr: 32</p> <p>121 animals with "unknown owners" were held for the minimum required three (3) days during this period. 2nd Qtr: 81</p> <p>3rd Qtr</p> <p>155 Animals impounded</p> <p>24 dogs & 8 cats reclaimed</p> <p>There was at least a 3 or more that were held over the expected timeframes due to trying to locate owner and rehousing animals with animal rescue & RSPCA.</p>

ACTIVITY **WASTE MANAGEMENT**

Mission: To provide cost effective, efficient and sustainable Waste Management Services

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date & March Quarter Update								
Draft Waste Management Plan – 95% complete				30 June 2015								
Participate in the drumMUSTER program				<table border="1"> <thead> <tr> <th>MONTH</th> <th>NUMBER OF AGRICULTURAL DRUMS RECYCLED</th> </tr> </thead> <tbody> <tr> <td>July 14'</td> <td>973</td> </tr> <tr> <td>Aug 14'</td> <td>375</td> </tr> <tr> <td>Sept 14'</td> <td>0</td> </tr> </tbody> </table> <p>There was a total of 1,348 drums reclaimed during this first quarter of the financial year</p>	MONTH	NUMBER OF AGRICULTURAL DRUMS RECYCLED	July 14'	973	Aug 14'	375	Sept 14'	0
				MONTH	NUMBER OF AGRICULTURAL DRUMS RECYCLED							
				July 14'	973							
Aug 14'	375											
Sept 14'	0											
<table border="1"> <thead> <tr> <th>MONTH</th> <th>NUMBER OF AGRICULTURAL DRUMS RECYCLED</th> </tr> </thead> <tbody> <tr> <td>Oct 14'</td> <td>632</td> </tr> <tr> <td>Nov 14'</td> <td>436</td> </tr> <tr> <td>Dec 14'</td> <td>465</td> </tr> </tbody> </table> <p>There was a total of 1,523 drums reclaimed during the second quarter of the financial year</p>	MONTH	NUMBER OF AGRICULTURAL DRUMS RECYCLED	Oct 14'	632	Nov 14'	436	Dec 14'	465				
MONTH	NUMBER OF AGRICULTURAL DRUMS RECYCLED											
Oct 14'	632											
Nov 14'	436											
Dec 14'	465											

					year No drums were received in the third quarter of this financial year
					Council's regional offices were open to receive old mobile phones and their associated accessories during the first, second and third quarters of this financial year
Participate in the mobileMUSTER program					

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Waste Collection Services	Provision of regular and efficient waste collection services	Customers			99.5% domestic general refuse bins serviced at least once weekly	99.5% of domestic general refuse wheelie bins were serviced at least once weekly during the first quarter and 99.53% serviced in second quarter 99.95% of the 11,633 domestic general refuse wheelie bins were serviced at least once weekly during the third quarter 160 wheelie bins were missed for the first period and 63 missed for second quarter 71 bins have been missed by JJ Richards for the third quarter.

<p>Waste Disposal Facility Operations</p>	<p>Facility operations managed in accordance with contracts.</p>	<p>Facility contractors, community, business and industry</p>		<p>99% of all facilities are opened at the advertised times.</p>	<p>Kingaroy, Nanango, Blackbutt and Wattlecamp were opened as scheduled for the first, second and third quarters. Wondai and Murgon waste facilities were only open ~ 84% of the time for this period due to contractor issues. The 3rd Quarter saw an improvement in the consistency of opening these facilities back towards 99%.</p> <p>There are presently 21 existing contracts which were all monitored on a monthly basis during the first, second & third quarters.</p>
				<p>Monitoring the Waste Management Contracts on a monthly/quarterly basis</p>	

ACTIVITY ENVIRONMENTAL PROTECTION

Mission: To ensure that activities which could affect the environment are effectively managed in accordance with the relevant legislation.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	March Quarter Update
Environmental Licence Compliance	Compliance with DEHP's licence conditions for Council's licensable facilities (e.g. ERA's)	DEHP, Council			Develop an internal environmental licence compliance standard within the 2014-15 financial year.	0% of internal environmental licence compliance standard complete.



SOUTH BURNETT
REGIONAL COUNCIL

Executive Services Operational Plan 2014/15

Mission: To provide effective administrative and internal audit services to the organisation
Officer Responsible: Chief Executive Officer
Responsibilities: Branch Administration, Internal Audit, Audit Committee and Risk Management.



INTERNAL AUDIT

Mission: To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk.

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Audit Plan	3 Year Audit Plan	Internal Departments, Council, Audit Committee, External Auditors			Audit activities completed as per the schedule. 100% complete for the financial year 2014-15 activities	Audit activities 65% completed as of the 3 rd Quarter of 2014-15 80% of internal Audit recommendations have been implemented	
Review Audit Plan	Annual review to ensure Audit Plan meets organisational requirements and addressing new and emerging risks.	Internal Departments, Council, Audit Committee, External Auditors			Audit Plan meets organisational requirements Review completed by June 2015	On-going	

ACTIVITY
AUDIT COMMITTEE

Mission: To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Audit Committee	Oversight function over internal audit and risk management. At least four meetings per year	CEO, Councilors, Audit Committee			Self evaluation of Audit Committee Performance – Completion of appraisal/survey of committee members of satisfaction with meeting conduct and content. Target: 75% satisfaction for FY 2013-2014	Completed	Self –assessment completed for FY 2013-2014. Overall rating of 89%.
Internal Audit Plan Review	Review the internal audit for the current financial year	CEO, Councilors, Audit Committee			Audit Plan reviewed and approved by Audit Committee. Completed by June 2015	On-going	
Internal Audit Progress Review	Review the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate	CEO, Councilors, Audit Committee			Quarterly progress reports reviewed by Audit Committee		1 st Quarter Progress report presented in December 2014 2 nd Quarter Progress report to be presented in May 2015

Operating activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Draft Financial Statements reviewed by Audit Committee	Review draft Financial Statements prior to certification by Mayor and CEO under section 161(2) and given to the auditor-general for auditing.	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee			Financial Statements reviewed by October 2014 prior to certification by Mayor and CEO	Financial Statements still subject to external audit.
Auditor General's report reviewed by Audit Committee	Review of Auditor General's report about the financial statements for 2012-13	Finance & Information Services Department, External Auditors (QAO), CEO, Council, Audit Committee			Auditor General's report reviewed in a timely manner to meet statutory requirement of adopting Annual Report by 31 December 2014	Financial Statements still subject to external audit.
Minutes of Meeting	As soon as practicable after a meeting of the committee, give the Council a written report about the matters reviewed and the committee's recommendations about the matters.	CEO, Councillors, Audit Committee, External Auditors (QAO)			Report to Council including minutes of meeting in the monthly meeting immediately after the Audit Committee Meeting	Completed. 18 August 2014 minutes of Audit Committee meeting presented in the 24 September 2014 Council meeting 19 December 2014 minutes of Audit Committee meeting presented in the 28 January 2015 Council meeting

ACTIVITY **RISK MANAGEMENT**

Mission: To assist Council in the implementation and management of Enterprise Risk Management through the identification, assessment and treatment of Council's strategic, operational and new project risks.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date
Risk Register developed for Operational Plan 2014-2015			Internal	December 2014-Completed

Operating activities and services				Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Operational Risk Register Monitoring	Continuous updates on operational risk treatment plans. (Including special projects)	Councillors, GM's, Managers, CEO and all Council employees			Completed. Update of risk treatment plans conducted in July 2014 and signed-off by the CEO in August 2014 Update of risk treatment plans conducted in December 2014 and signed off by the CEO in February 2015

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Strategic Risk Register Monitoring	Continuous updates on strategic risk treatment plan	Councillors; GM's CEO			All departments update their risk treatment plans biannually. Present to Council.	Completed. Strategic risk treatment plans reviewed and updated in September 2014	
Risk Register Tools	Review Consequences/Impact Matrix	Councillors, GM's, Managers, CEO and all Council employees			A revised Consequences/Impact Matrix completed by June 2015 and approved by the CEO	On-going	



SOUTH BURNETT
REGIONAL COUNCIL

Finance Branch Operational Plan 2014/15

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

Officer Responsible: Manager Finance

Responsibilities: Branch Administration, Property and Rating, Procurement and Stores, Financial Planning and Sustainability, Asset Management, Plant and Fleet Management.

ACTIVITY **BRANCH ADMINISTRATION**

Mission: To provide management and administration support to the branch.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Council		Engage, Inform	Cash managed in accordance with 2014-15 Investment Policy including Debt portfolio in accordance with 2014-15 Debt Policy to be able to secure long term financial funding 9.7?	Funds invested as required by Policy QTC long term financial model reviewed to facilitate Credit Review and borrowings for 2014-15 financial year
Trust Fund Management	Effectively manage monies held in trust	Community Council			To ensure annual debt service payment is made by 15 September 2014	Payment made
Insurance services	Annual insurance renewal and management of claims	Insurance brokers and Council Departments			Monies held in trust reconciled monthly	Ongoing
Regulatory Returns	Preparation of various statutory returns. Some examples	Regulatory Bodies, Departmental Agencies			Ensure that the brokers are appointed by June each year. Appropriate levels of insurance by 1 July 2014. 80% of claims actioned and referred to internal departments.	Brokers appointed. Completed All claims received and actioned
					Completed in accordance with following statutory timeframes Annual 2014-15 FBT – April 2015	Annual FBT return in preparation

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review	
	include Annual FBT, Monthly BAS Returns, Payroll Tax and ASIC Returns				Monthly BAS Returns 20 month for the 2014-15 financial year Payroll Tax 7 month for the 2014-15 financial year ASIC returns lodged for the 2013-14 financial year Casfra and KPH return lodged for the 2013-14 financial year	BAS up to date Payroll Tax up to date Submitted Submitted	

ACTIVITY **PROPERTY & RATING**

Mission: To levy rates in accordance with Council policy.

Operating activities and services						Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review		
Rates Notices	Rates notices levied quarterly by Council	Ratepayers			Rates (including supplementary rates) and associated charges levied on a quarterly basis	Quarterly rates issued		
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Community			Review of sundry debtors overdue, which are greater than 90 days at the end of the 2014-15 financial year Review of rates debtors outstanding at the end of the 2014-15 financial year	Techone consultant required to assist with ongoing reconciliation. To be compiled.		
Rescue & Evacuation Levy	Distribute funds received for the purpose of sponsoring the airborne emergency rescue & evacuation transport providers that service the South Burnett Region	Airborne emergency rescue & evacuation transport providers, Community			Funds collected distributed to sponsor the airborne emergency rescue & evacuation transport providers.	Ongoing.		

ACTIVITY **PROCUREMENT & STORES**

Mission: To maintain efficient stores operations to meet organisational needs and ensure Council's procurement practices comply with Local Government Act and Regulation.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review	
Procurement	Coordinate tendering processes				Report on non-conforming tenders processes bi annually	Ongoing	
Accounts Payable	Management of accounts payable	Creditors, Internal Departments			90% of invoices paid within payment terms	Invoices paid within contract and trading terms.	
Stores	To provide inventory items which have been efficiently procured and ensuring items are available as required. Purchasing arrangements ensure that best value for money is obtained.	Internal Departments			95% of standard stock items available or accessible on a quarterly basis Ensure 3 quotes are obtained when bulk purchasing is carried out Stock Turnover ratio, Percentage of obsolescence annually	Stock items current to suit organisational requirements Quotes obtained as required or use of Local Buy Contracts. Interim stocktake to be undertaken up to June 2015.	

ACTIVITY FINANCIAL PLANNING, COMPLIANCE AND SUSTAINABILITY

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Budget Planning	Budget 2014 – 2015 finalised within statutory timeframes	Councillors, General Managers, Managers and Community.		Inform, engage	2014-15 Budget prepared and adopted by Council within statutory and organisational timeframes	Completed
Budget Management	Ongoing monitoring of operational and capital budgets	Councillors, General Managers, Council branches and Community			Monthly reporting to Council	Complete for each Council Meeting with 9 monthly review completed to be considered by Council.
Long Term Financial Forecast	Long Term Financial Forecast 2014-15 as per LG Regulation 2012	Councillors, General Managers, Council branches and Community			Long Term Financial Forecast 2014-15 adopted by Council within statutory timeframes	Completed
Financial Statements for 2013 - 2014	Annual Financial Statements for 2013-14 prepared, with unqualified audit report by Queensland Audit Office	Council, Audit Committee, QAO, Department of Local Government			Unqualified Audit Certificate from Queensland Audit Office	Yet to be completed.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review	
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Council, Audit Committee, QAO, Department of Local Government			Statements presented to QAO by 30 November 2014	Ongoing	
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Council, Audit Committee, QAO, Department of Local Government, Queensland Local Government Grants Commission			FAG Return accurately completed by 21 November 2014	Completed with extension of time granted to 19 December 2014.	
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register				Completed in accordance with following timeframes:- Investment Register – within 7 days of investing surplus funds Bonds and Guarantees Register – within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2014	Ongoing Ongoing Ongoing Completed	

ACTIVITY ASSET MANAGEMENT

Mission: To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Participate in NDRRA Flood Restoration Program Project	SD2.4, SD2.1	Community Plan 4.3.2(c)	Inform	31 March 2015
Strategic Asset Management Planning	SD2.4, SD2.3, EXC1.1	Community Plan 4.4.1(a)	N/A	30 June 2015

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Asset Management Plans	Develop asset management plans	Councillors, General Managers, Council Managers, Council branches			Asset Management Plans reviewed and communicated to the organisation by 30 June 2015	Not commenced. Asset Management Team to be recruited
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Councillors, General Managers, Council Managers, Council branches			Valuations in place by 31 October 2014	Valuations completed by External Valuer - APV
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Councillors, General Managers, Council Managers, Council branches			Asset Register up to date at 30 June 2015	Commenced
Annual CapEx Budget	Capital works budget 2014-15 developed for budget planning	Councillors, General Managers, Council Managers, Council branches			CapEx Budget 2014-15 prepared and adopted by Council within statutory and organisational timeframes	Completed

ACTIVITY PLANT AND FLEET MANAGEMENT

Mission: To provide functional and cost effective plant and fleet services to the organisation.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Annual Plant and Fleet Purchases	EXC4.1	N/A	Inform	June 2014

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Workshops	Maintenance of Council Plant & Fleet	Internal Departments			Council fleet serviced within reasonable time of receiving plant	Plant and Fleet items repaired as required within resources Hold ups due to parts supply
Plant & Fleet	Management of Council's fleet including purchases and disposals. Ensure that surplus plant and fleet are forwarded to auction for sale	Internal Departments			Develop a fleet replacement program by 30 June 2015 Report on surplus fleet items sold at auction	Commenced and on target All fleet items sold at auction.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review	
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Departments, Private Works Contracts			Review 2014-15 hire rates by 30 June 2014	Completed	



SOUTH BURNETT
REGIONAL COUNCIL

Flood Restoration Program Operational Plan 2014/15

Mission: To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in early 2013
Officer Responsible: General Manager Infrastructure
Responsibilities: Flood Restoration Program

ACTIVITY FLOOD RESTORATION PROGRAM

Mission: To undertake a program of reconstruction works to repair infrastructure damaged by the declared rainfall and flooding disaster events in early 2013

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Program Controls	Deliver a prioritised works program that meets time expectations of the affected community and Council	Council, Internal Departments and Queensland Reconstruction Authority	SD2	Internal and External	Flood restoration program delivered within required timeframes	2011 program 100% completed & 100% acquitted 2013 program 99% completed & 86% acquitted	
Value for Money	Deliver to a defined value-for-money framework that considers lifecycle costs, timing, auditing and QRA requirements	Council, Internal Departments and Queensland Reconstruction Authority	SD2	Internal and External	Value for money demonstrated and accepted by QRA	Minimal reductions by QRA on actual expenditure indicates satisfaction with value for money criteria	
Quality Management	Deliver appropriate standards of restoration	Council, Internal Departments and Queensland Reconstruction Authority	SD2	Internal and External	Asset restoration delivered to quality requirements of the asset owner	Comprehensive as-constructed drawings, quality documents and test results progressively handed over to asset owners verifying conformance	

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Financial and Procurement Strategy	Deliver a financial and procurement strategy that balances achieving certainty of cost and lowest whole of life cost in line with Council's procurement policy	Council, Internal Departments and Queensland Reconstruction Authority	SD2	Internal and External	Assets constructed will not burden Council financially in the future from increased depreciation costs	Assets restored generally to Council standards to achieve whole of life costs. Some assets reconstructed to a higher standard funded by either complimentary or betterment funding	



Governance Branch Operational Plan 2014/15

Mission: To provide effective administrative and governance services to the organisation
Officer Responsible: Manager Governance
Responsibilities: Branch Administration, Mayor and Councillors, Strategic Planning and Performance, Legal Services, Media, Communications, Community Engagement, Marketing, Promotions, Civic Receptions, Corporate Events.



ACTIVITY **BRANCH ADMINISTRATION**

Mission: To provide management and administration support to promote and support governance branch activities.

Operating activities and services				Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Production of Council Meeting agendas and minutes	Preparation of agendas and minutes for Council meetings.	Councillors, Departments and the Community			Publication of agenda on the morning of the Council meeting Publication of the minutes within 10 working days of the meeting	Date of Council mtg	No. of days
						July	1
						Aug	2
						Sept	1
						Oct	4
						Nov	2
						Dec	1
						Jan	1
						Feb	2
						Mar	2

Operating activities and services				Performance Measurement																																
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update																														
Council minutes and resolution notifications	Completion of minutes and issuing of notices to staff regarding resolutions requiring action	GM's, Managers and branches			Notices issued within 7 days.	<table border="1"> <thead> <tr> <th>Date of Council mtg</th> <th>Date notices issued</th> <th>No. of days</th> </tr> </thead> <tbody> <tr> <td>July</td> <td>30/07/14</td> <td>7</td> </tr> <tr> <td>Aug</td> <td>29/08/14</td> <td>2</td> </tr> <tr> <td>Sept</td> <td>26/09/14</td> <td>2</td> </tr> <tr> <td>Oct</td> <td>29/10/14</td> <td>7</td> </tr> <tr> <td>Nov</td> <td>28/11/14</td> <td>2</td> </tr> <tr> <td>Dec</td> <td>17/12/14</td> <td>-</td> </tr> <tr> <td>Jan</td> <td>29/01/15</td> <td>1</td> </tr> <tr> <td>Feb</td> <td>20/02/15</td> <td>2</td> </tr> <tr> <td>Mar</td> <td>12/03/15</td> <td>1</td> </tr> </tbody> </table>	Date of Council mtg	Date notices issued	No. of days	July	30/07/14	7	Aug	29/08/14	2	Sept	26/09/14	2	Oct	29/10/14	7	Nov	28/11/14	2	Dec	17/12/14	-	Jan	29/01/15	1	Feb	20/02/15	2	Mar	12/03/15	1
Date of Council mtg	Date notices issued	No. of days																																		
July	30/07/14	7																																		
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Nov	28/11/14	2																																		
Dec	17/12/14	-																																		
Jan	29/01/15	1																																		
Feb	20/02/15	2																																		
Mar	12/03/15	1																																		
Administrative Action Complaints	Coordination of administrative action complaint processing	CEO			No of admin complaints received = 0 Average number of days that notice was acknowledged = 0																															
Register of Interests	Coordinate and maintain register of interests	Councils, Senior Staff, Community			Councillor Register of Interests reviewed and updated bi-annually	Email reminder to be sent October 2014 Review to be conducted by December 2014																														
Policy Register	Maintenance of	Council			Develop a draft policy procedure for maintaining policy register by	Not started																														

Operating activities and services				Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
	policy register	Community			June 2015
					March Quarter Update

ACTIVITY **MAYOR AND COUNCILLORS**

Mission: To provide resources and support to the Mayor and Councillors to enable them to fulfil their responsibilities.

Operating activities and services				Engagement Level	Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan			
Remuneration	Mayor and Councillors remuneration as per Remuneration Tribunal Levels	Mayor and Councillors			Key Performance Indicator Mayor and Councillors remuneration as per Remuneration Tribunal Level implemented by 1 July 2014	Completed Local Government Remuneration Schedule implemented by 1 July 2014
Mayoral Administration Support Services	Provide administrative support to Mayor	Mayor			Develop and implement by May 2015 an assessment tool to measure quality of administrative support provided	On-going
Training & Development	Professional development provided to Councillors to support their role	Mayor and Councillors			To draft a training and development monitoring spread sheet by November 2014 To review the spread sheet bi-annually and report to the CEO. First review by December 2014	Commenced In progress on-going

ACTIVITY **STRATEGIC PLANNING AND PERFORMANCE**

Mission: To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.

Operating activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Corporate Plan	To coordinate corporate plan annual progress report	External/internal			Adopted by December 2014 Compliance with legislative requirements: Local Government Act and Regulations	Draft Corporate Plan completed in August 2014. Awaiting internal consultation with LMT May 2015

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Operational Plan	To coordinate organisational reporting on a quarterly basis.	External/internal			All branches and departments complete an Operational Plan quarterly report Present to CEO. Report to Council	Completed. 1 st Quarter Review for presentation to Council in November 2014. 2 nd Quarter Review for presentation to Council in March 2015 3 rd Quarter Review for presentation to Council May 2015	
Annual Report	To manage organisational reporting on an annual basis.	External/internal			Annual Organisational Reporting – Annual Report 2013/14 adopted by 31 December 2014	On-track; information gathering process commenced Awaiting financials – once advised report will be updated and circulated for review	

ACTIVITY **LEGAL SERVICES**

Mission: Compliance with relevant legislative requirements and coordinate legal services within budget allocations.

Operating activities and services							Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator			
Review of Delegations Register	Review the Delegations Registered monthly to ensure compliance with current legislation	External/Internal			Update the delegations register with the current changes from MacDonnell's Law as at September 2014 by June 2015	Commenced – Report scheduled to be presented to Council May/June 2015		
Responses to subpoenas, orders for non party disclosure	Provision of documents as required	External/Internal			Information compliance by required or otherwise agreed date	No of requests received=0 Dates received - 0 Dates issued -0		

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Right to Information	Processing of Right to Information applications.	External/Internal			Compliance with RTI Act Less than 5% of applications require extension of time	Number of RTIs received Sept Review – 2 Dec Review – 5 Mar Review – Number of RTIs released without extension of time. Sept - 2 and 100% to total Dec- 5 and 100% to total Number of RTIs released with extension of time (0) and 100% to total	
Information Privacy	Compliance with privacy principles	External/Internal			Less than 5 privacy complaints per annum	Number of privacy complaints received in the 1 st Quarter – 1 2 nd Quarter – 1 3 rd Quarter -	
Delegations from Council meetings	Delegations register complete and up to date.	Internal			Delegations register reviewed after each Council meeting and updated on a quarterly basis	Sept - Completed Delegations register reviewed and updated in September 2014 Dec – Delegation updates noted and tables being reviewed by Managers Mar – No Updates	

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Identification Cards	ID cards issued to all staff and councillors	Internal			Replacement of existing ID cards by May 2015 New and replacement ID cards prepared and issued upon HR notifications within 10 working days	Not Commenced Number of new ID cards issued for 1 st Qtr – 9 Number of new ID cards issued for 2 nd Qtr – 17 Number of new ID cards issued for 3 rd Qtr - 4 Number of replacement cards issued for 1 st Qtr – 12 Number of replacement cards issued for 2 nd Qtr – 16 Number of replacement cards issued for 3 rd Qtr - 4	

Operating activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Pool Passes	Print pool passes when asked by Properties branch	Internal			Print new pool passes within 7 days of receiving request from Properties Branch	62 passes printed in the first quarter 51 passes printed in the second quarter 0 passes printed in the third quarter 62 passes printed within the 7 days in the first quarter 51 passes printed within the 7 days in the second quarter 0 passes printed within the 7 days in the third quarter	

ACTIVITY
MEDIA, COMMUNICATIONS, COMMUNITY ENGAGEMENT, MARKETING, PROMOTIONS, CIVIC RECEPTIONS & CORPORATE EVENTS

Mission: To deliver quality media, communication, community engagement, marketing, promotions, civic receptions and corporate events, to and behalf of Council.

Initiatives/Special Projects	Link to Corporate Plan	Link to Associated Plans and Strategies	Engagement Level	Completion Date
Corporate Communication Plan 2014/15			Internal	June 2015
Implementation of New Council Website			Internal/External	April 2015

Operational activities and services				Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator
Media Releases	Coordination and release of Governance approved media releases	Community, Councillors, Internal Departments, CEO			Media releases sent to media contacts within 24 hours following Mayor and CEO approval
					Number of media releases - Jul - 0 Aug - 5 Sept - 7 Oct - 10 Nov - 15 Dec - 17 Jan - 19 Feb - 31

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Advertising	Coordination, booking and placement of classified and display advertising in print, radio and online	Community, Councilors, Internal Departments, CEO, Council Committees			Monitor Statutory advertising on a quarterly basis to ensure governance budget is not exceeded for FY 2014-2015	Mar-33 Number of advertisements 1st Qtr = 186 Paper - 13 Special Requests - 14 Printed (6 CF & 3 MM) - 9 Radio - 30 ad / 5 Stations (150ads) Online (SB online) – Number of advertisements 2nd Qtr = 187 Paper - 12 Special Requests - 16 Printed (6 CF & 3 MM) - 9 Radio - 30 ad / 5 Stations (150ads) Online (SB online) – Number of advertisements 3rd Qtr = Paper - Special Requests - Printed (CF & MM) - Radio - 30 ad / 5 Stations (150ads) Online (SB online) –

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Facebook	Monitor and promote Council's FB Page	Community, Councillors, Internal Departments, CEO, Council Committees			25 posts on facebook on a quarterly basis during the 2014-15 financial year	<p>Actual cost = \$ 70,045.57 Paper \$ 15,057.01 Special Request \$ 14,130.79 Printed (CF & 3 MM) \$ 3,960 Radio \$ 13,468.80 Online (SB Online) \$ 1,760.00 Budget for the year = \$150,000 SB Touring Guide - \$5,499.98</p> <p>No of page likes for the 1st quarter 4,418 July 14 - Posts 8 Reach 10,920 Shares 65 Aug 14 - Posts 8 Reach 6,288 Shares 13 Sept 14 - Posts 20 Reach 17,664 Shares 57 Total for the 1st quarter 36 posts/</p>

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
						34,872 reach / 135 shares No of page likes for the 2nd quarter Oct 14 - Posts 8 Reach 6,789 Shares 12 Nov 14 - Posts 7 Reach 4,888 Shares 9 Dec 14 - Posts 13 Reach 22,113 Shares 108 Total for the 2 nd quarter 28 posts/ 33,790 reach / 129 shares No of page likes for the 3rd quarter - 4879 Jan 15 - Posts 28 Reach 27,325 Shares 123 Feb 15 -

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Community Engagement	Resources available for internal departments	Community, Councillors, Internal Departments, CEO, Council Committees				Posts: 118 Reach 212,276 Shares 1,052 Mar 15 - Posts 85 Reach 63,780 Shares 456 Total for the 3 rd quarter 231 posts/ 303,381 reach / 1,631 shares Audit completed Policy to be reviewed 2015 Guidelines to be developed 2015
Corporate Image	Monitor adherence to prescribed corporate style guidelines	Internal Departments, CEO,			Respond to logo usage requests within 5 business days	Number of Logo requests received Jul - 3 Aug - 4 Sept - 3 Oct - 7 Nov - 2 Dec - 6 Jan - 2

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Corporate Publications	Coordinate design and production of corporate publications including Corporate Plan, Annual Report	Community, Councillors, Internal Departments, CEO, Council Committees				Feb - 5 Mar - 6 Number of logos issued within 5 business days - Jul - 3 Aug - 4 Sept - 3 Oct - 7 Nov - 2 Dec - 6 Jan - 2 Feb - 5 Mar - 6
Staff Newsletter	Staff newsletter distributed to all staff	Employees, CEO			Publication of the Corporate Plan by Jun 2015 To conduct a workshop with the Councillors by Nov 2014 Bi-monthly staff newsletter distributed to all staff	Draft completed Completed. Newsletter published : June - 18 June 2014 August - 13 August 2014 October - 21 October 2014

Operational activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
eNewsletter	eNewsletter distributed to community members on email list	Community			eNewsletter distributed to community monthly	Completed. eNewsletter published : August - 1 August 2014 October - 10 October 2014 November - 18 November 2014 December - 12 December 2014 January - 14 January 2015 March - 3 March 2015	December - 17 December 2014 January - 27 January 2015 March - 31 March 2015
Australia Day Awards and celebrations	Deliver or partner in a range of events to celebrate Australia Day	Councillors, VIPs, dignitaries, invited guests, community, Council employees			Nomination forms to be released by September 2014. Organise the judging panel by October 2014. Send out sponsorship forms to community groups by Oct 2014 Organise judging panel meeting by Dec 2014	Nomination forms completed Finalised Finalised Finalised	

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Anzac Day	Work with community through Council officers at Nanango, Kingaroy, Wondai and Murgon offices to contribute to Anzac Day celebrations	Council officers, Community, RSL's, Councillors			Arrange advertising for event by Dec 2014 Advise nominees by early Jan 2015 Australia Day Awards night 2015	Finalised Finalised Completed
Citizenship Ceremonies	Deliver Citizenship Ceremonies	Councillors, VIPs, dignitaries, invited guests, community,			Coordinate annual celebration of Anzac Day 95% Citizenship ceremony attendance rate	Preparations commenced for 2015 ANZAC day ceremonies including road closures, wreaths etc No. of attendees notified = 7 July - 5 Aug - 0 Sept - 0 Oct - 6 Nov - 0 Dec - 0 Jan - 10

Operational activities and services					Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	
Mayoral Events	Mayoral events to raise funds for Mayor's Community Benefit Fund	Business Community Mayor and Councillors			Provide administrative/design/event management support for Mayoral Charity Gala Ball within FY 2014-2015	Feb - 0 Mar - 9 Actual attendance = ? July - 5 Aug - 0 Sept - 0 Oct - 6 Nov - 0 Dec - 0 Jan - 10 Feb - 0 Mar - 9 Currently seeking costing for artists/entertainment

Operational activities and services						Performance Measurement	March Quarter Update
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator		
Staff Service Recognition Awards	Annual Award Night – provide design support	Staff, CEO and Councillors			Provide administrative/design/event management support for Mayoral Charity Breakfast within FY 2014-2015	Completed	<p>Mayor's Community Breakfast held in August 2014.</p> <p>Mayor's Community Breakfast held in November 2014.</p> <p>Mayor's Community Christmas Luncheon held in December 2014</p> <p>Mayor Community Lunch held in Blackbutt for Roy Emmerson _ January 2015</p> <p>Mayors Community Breakfast held in Nanango – March 2015</p> <p>Mayors Community Breakfast – Relay for Life held in Kingaroy – May 2015</p>



SOUTH BURNETT
REGIONAL COUNCIL

Human Resources Branch Operational Plan 2014/15

Mission: To provide human resource services and promote a safety first environment across the organisation.

Officer Responsible: Manager Human Resources

Responsibilities: Employee Administration and Support Services, Workplace Health & Safety, Workplace Relations, Payroll and Organisational Development.



ACTIVITY EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

Mission: To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Workforce Planning Framework to be developed			Internal	Ongoing review 2014/15
Human Resource Policy and Procedures Manual to be developed			Internal	Rollout June 2015
Implement Human Resource Management Standards			Internal	Completed
Participate in Tech One – New Business System Implementation			Internal	December 2014

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	General Managers, Branch Managers, Supervisors, and Employees		Internal - Engage	100% of Learning and Development requests processed within 14 days of receiving	Processing 100% of requests that are coming in

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Trainees, Apprentices, Supervisors, Managers, General Managers			100% successful completion of Apprentice and Trainees employment contracts within required timeframes and view to reduce to nil	Currently all apprentices and trainees are tracking successfully towards the completion of their training
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy	General Managers, Branch Managers, Supervisors, and Employees			100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels to accredited in R&S by June 2015	Currently meeting the criteria R&S training course has been developed and will be rolled out with pot of gold programs November through to June 2015
Human resources systems, support and administration services	An information system to develop, analyse and report on human resource measures that will assist and support effective management of labour resources	General Managers, Branch Managers, Supervisors, and Employees			50% of the identified metrics rolled out by 30 June 2015 (number of reports currently reduced against proposed)	Approx 25% of HR metric reporting has been established, investigation is continuing into the development of further reports

ACTIVITY **WORKPLACE HEALTH & SAFETY**

Mission: To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Implement the Health & Safety Strategic Plan			Internal - Inform	30 September 2014 (consultation undertaken with L&T, CEO signed)
				Not commenced

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
WH&S Training	Training delivered in line with Council's Safety System, including external providers.	Employees, GM's, Managers, Councilors, Training Providers		Internal	100% of all new employees to attend Corporate WH&S induction within one month of commencement 100% of new employee's to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	Compliant Compliant Completed workshop undertaken
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Employees, Managers, GM's, Councilors		Internal	Internal. Compliance with Safeplan system – Audit 80% Compliance by June 30 2015	ongoing

Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Employees, Managers, GM's		Internal	100% compliance with legislative standards by 30 June 2015.	Compliant
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ACTIVITY **EMPLOYEE RELATIONS**

Mission: To provide employee relations, advice and support services.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Planning for Enterprise Bargaining Agreement 2014			Internal - Engage	Ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Employee relations, advice and support	Employee / industrial relations support.	Employees, CEO, Unions			100% compliance with Council's dispute resolution procedure	No issues have been currently lodged against the dispute resolution procedure

ACTIVITY PAYROLL

Mission: To provide employees with payroll services and benefits and entitlements in accordance with legislation, relevant awards and Councils enterprise bargaining agreements (i.e. Certified Agreement Field Staff 2011 and Certified Agreement Officers 2011).

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councilors Process all leave requests and timesheets.	Councillors, General Managers, Branch Managers, Supervisors, and Employees			Accuracy of payments processed measured against the data provided to payroll. Maximum 6% error rate. 100% Payments made into employees accounts on pay Wednesdays.	Indications are currently below 3% 100% Payments made into employees accounts on pay Wednesdays.



Information Services Branch Operational Plan 2014/15

Mission: To provide, develop and deliver information management business improvements services to the organisation and customers.
Officer Responsible: Manager Information Services
Responsibilities: Information and Communication Technology and Records Management and Geographic Information Systems (GIS).

ACTIVITY **INFORMATION & COMMUNICATION TECHNOLOGY**

Mission: To provide, develop and deliver information and communication technology improvements to the organisation and customers.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Develop a new website with mobile capability features				June 2014

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Complete stage 3 of Disaster Recovery Plan				Funds reallocated to increase microwave network bandwidth to achieve data replication
PC Replacement Program				Purchased and approx. 90% through replacement schedule
Two Way Radio and GPS				3 out of 5 sties installed
Update Kingaroy Council Depot Link Connection				Order places awaiting installation

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review	
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Departments			100% of helpdesk requests responded to within 48 hours	100% achieved 376 requests resolved	
Computer systems replacement and allocation	Provision of computer hardware and software – User level.	Internal Departments			95% of computer hardware replaced on a 4 year cycle annually 75 units	PC's purchased and approx. 80% deployed	
Web Presence – Internal and External	Intranet and council website	Community, Internal Departments			100% of monitoring weekly of content posted by delegated officers to ensure represents council's best interest by 30 June 2015 100% Content requests for approval responded to within 24 hours.	100% achieved – weekly checks undertaken and 0% content removed. Average No. of posts checked on a weekly basis 6-10 60 requests responded.	
Communications	Mobile phones Internet Desktop handsets VoIP Phone system Email	Internal Departments			100% of fault and functionality requests responded to within 24 hours providing a solution.	80% achieved. 25 requests responded	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review	
IT Infrastructure Network	Wan network switches, routing, and firewall	Internal Departments			90% uptime achieved of seamless operation of the WAN network by 30 June 2015 100% faults responded to within 4 hours of fault logged.	100% achieved. 1 in 10 network outage – Narango stores 100% achieved 0x phone system outage	
Infrastructure Server Storage	Updates, upgrades, lifetime cycles and capacities	Internal Departments			100% of updates downloaded and applied to server storage within 24 hours of receipt of notification.	100% achieved. 89 updates downloaded and applied	
External Security	Antivirus, firewall security threats	Internal Departments			100% of updates downloaded and applied to system maintenance within 24 hours of receipt of notification. 100% Treat management notifications addressed within 15minutes of notification.	100% achieved 85 updates downloaded and applied 100% achieve 3x Incidents recorded.	
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Departments			90% uptime achieved for seamless operation of core corporate systems by 30 June 2015 100% yearly updating of license agreements by 30 June 2015	100% achieved 1 in 10 network outage 1x phone system outage related to external Telco	

ACTIVITY RECORDS MANAGEMENT & GEOTECHNICAL INFORMATION SYSTEMS (GIS)

Mission: To ensure record keeping is compliant with the Public Records Act 2002 and effectively captures all incoming correspondence for the organisation.
 To ensure Geotechnical Information Systems (GIS) meet the needs of the organisations.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Record Keeping	Ensure council inward correspondence is recorded into Council electronic data management system	Community, Government agencies, Internal Departments			100% compliant with Public Records Act for the Record Keeping – IS40 continuous to 30 June 2015	100% complaint 7048 total received (hard copy) of correspondence recorded into Council's electronic data management system Email stats to be provided next quarter
Incoming Mail	Incoming mail opened, sorted, scanned and distributed via Dataworks	Community, Government agencies, Internal Departments			100% of incoming mail is opened on a daily basis of operation. 75% of incoming mail distributed via tasks in Dataworks to the organisation within 30 hours turn around on average to 30 June 201	100% achieved. 9010 – Items received this qtr. 7048 (73%) – Items received and distributed 1962 (27%) – Due to absent staff within the qtr.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Email correspondence	Register and distributed email correspondence via Dataworks to the organisation	Community, Government agencies, Internal Departments			75% of priority one emails are distributed within 3 working days on average to 30 June 2015	Missing total email received figures. Establish plan to obtain these stats within next quarter
Storage & archival management	Ensure council storage and archival management practices meet business and legislative requirements	Community, Government agencies, Internal Departments			100% of management practices in compliance with Public Records Act for the Retention and disposal - IS31 continuous to 30 June 2015	100% achieved 250 documents removed from Records and placed in archive storage
Continue to develop and enhance the current GIS datasets	Data accuracy and integrity. Layer creation and development.	Internal Departments			100% of current inaccuracies identified within 48 hours	50 Resolved
GIS Support desk	Helpdesk	Internal Departments			100% of support requests are responded with within 24 hours	100% helpdesk 75% via email

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Review
Development of GIS solutions for data accumulation and usability	GBM mobile, custom forms and investigation of mobile solutions	Internal Departments			100% suitable solutions that effectively accumulates new information continuous to 30 June 2015.	Mobile devices purchased further work required for departmental requirements
Enhanced Software usability and upgrades	Intramaps, MapInfo Suite.	Internal Departments			11 guides developed and made easily accessible to enable acceptable end user experience to 30 June 2015	100% completed 11x Guide listed on intranet under MapInfo Further application linking development between Techone suite and intramaps



Infrastructure Department Operational Plan 2014/15

Mission: To effectively plan, manage and deliver the region's Infrastructure to meet the needs of the community
Officer Responsible: General Manager Infrastructure
Responsibilities: Department Management, Roads & Drainage, Design & Technical Services, Water & Wastewater, Flood Restoration Program



ACTIVITY DEPARTMENT MANAGEMENT

Mission: To provide strategic management and administration support to promote the activities of the department

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update
Organisational Structure for Infrastructure Department	Maintain Organisational Structure to meet current and future needs	Internal Departments	EXC3	Internal	Positions within approved structure appropriately resourced to deliver programs	Vacancy rate below 5% for the period
Department Procedures and Standards	Consolidated documentation of department procedures and standards	Internal Departments	EXC4	Internal	Department Procedures and Standards documented	Certification to ISO9001 maintained during period Next external audit in June
Asset Management Plans	Implement Asset Management Plans	Internal Departments	SD2	Internal	Asset Management Plans implemented into Infrastructure Department operations and management	Programmed on-ground asset data collection completed for 14/15
10 Year Capital Expenditure Planning	Ongoing review & update	Internal Departments	SD2	Internal	10 Year Capital Works Program prepared for Budget considerations in March 2015	Complete
Operational Planning	Ongoing review & update	Internal Departments	SD2	Internal	Operations and maintenance of infrastructure within budget	Expenditure reviews done routinely and decisions made on changes necessary taking this into account



SOUTH BURNETT
REGIONAL COUNCIL

NRM and Parks Branch Operational Plan 2014/15

Mission: To preserve, promote and protect the natural and cultural resources under the management of the South Burnett, with the provision of well maintained and appropriate recreational and service infrastructure for a diverse range of environmental experience, education, opportunity and lifestyle choices.

Officer Responsible: Manager NRM and Parks

Responsibilities: Branch Administration, Natural Resources Management, Parks and Gardens and Cemeteries.



ACTIVITY **BRANCH ADMINISTRATION**

Mission: To provide management and administration support to promote the activities of the branch.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Participate in Towns Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	Ongoing
Drayton Street Transformation Project	SD2, GO3.3	Community Plan 1.4.2(a)	Engage	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Wandering Livestock	Management of public safety on roads due to wandering livestock	Community Landholders			95% of wandering livestock situations attended to within the 48hrs	100% completion 80 situations attended – June - July - August – On track 60 situations attended at approx. rate 5/week
Landscape Design Services	Assess landscape plans associated with development applications	Developers, Internal Departments, Community			95% of assessments completed and comment on plans and return to customer within 10 business days	100% completion 1 assessment completed within the specified timeframe.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
						On track; nit for Dec qtr

ACTIVITY NATURAL RESOURCE MANAGEMENT

Mission: To implement programs which focus on the restoration and protection of natural landscapes by involving and engaging landowners, community and government agencies.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Biodiversity Strategy			Engage	June 2015 not started
Biodiversity & Carbon Management Grant – Stage One/Six including work with Fire and Biodiversity Consortium in developing carbon reduction methodologies through fire management (funded by grant)			Engage	Stages 3 – June 2015 On track milestone report submitted and accepted

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Pest Plant Management	Ensure landholders comply with legislation	Landholders			100 % inspections of Class 1 & 2 pests completed bi-annually	Scheduled for Sept-Dec 2014 and Jan – Mar 2015 Severe drought conditions have not been conducive to weed germination with the majority of land barren and devoid of any ground cover. Mother of Millions inspections have been undertaken which is not effected significantly by normal drought conditions which equals approximately 5 -10% of our scheduled inspection program.	
Pest Plant Management	Undertake pest weed eradication programs on Council controlled land and reserves for Class 1 (manage Class 2)	Council, Internal Departments, Community			100% completion of the eradication program on Council controlled land within the 2014-15 financial year	20% of eradication completed and corresponding budget spent within the Jun-Sept 2014 quarter On track 55% completed	
Pest Plant Management	Partner with landholders to eradicate pest weeds	Landholders			100% completion of the Partnership Programs within the 2014-15 financial year	5% of partnership program completed and corresponding budget spent within the Jun-Sept 2014 quarter	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Pest Plant Management	Field Workshops	Landholders			Conduct at least two (2) field workshops annually for the 2014-15 financial year	On track 45% completed 1 chinese celtis field workshop completed in first quarter On track, nil for Dec qtr	
Pest Animal Management	Management of declared pest	Landholders			Coordinated at least two (2) wild dog baiting programs within the 2014-15 financial year	1 wild dog baiting program completed. 1 scheduled for May 2015 on track, nil completed in Dec qtr	
Fire Management	Undertake controlled burns as per planned burns operation (depending on weather conditions)	Landholders, Council			Develop the Fire Management Program by July 2014 Report on number of controlled burns quarterly	Completed 5 burns completed	
Fire Management	Manage preapproval system and assess special permits	Landholders			Maintain database	On track, nil planned or undertaken Dec qtr On track, 6 permits issued to landholders for Dec qtr	
Stock route maintenance	Manage stock route facilities, weeds, permits and assets	Community			Expenditure on maintenance within budget	On track, within budget	
Biodiversity						Not started	

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Strategy							
Climate Change Strategy						Not started	
Biodiversity & Carbon Management Grant – Stage One/Six	Work with Fire and Biodiversity Consortium in developing carbon reduction methodologies through fire management (funded by grant)					On track - achievable outcome may change due to available science and data	
Carbon Management Plan						completed	

ACTIVITY **PARKS & GARDENS**

Mission: To provide and maintain public parks, amenities and open spaces that meets the community's needs within resource allocations.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date
Complete Capital Projects as per Budget Allocation				June 2014 On track

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Parks & Open Spaces	Maintain parks and open spaces to a standard that reflects public usage	Community, Visitors			Expenditure on park maintenance within budget	Tracking 3 – 5% above at midyear review

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Parks & Open Spaces	Mowing of parks and open spaces	Community, Visitors			90% of grass in high profile areas maintained at 150mm intervention level	On track up until major rain event over Xmas closure. Received +15 complaints about level of grass and untidiness amenity value.
Public Amenities	Public amenities kept clean and to a high standard of hygiene	Community, Visitors			Less than 5 complaints per quarter per work area	On track up until major rain event over Xmas closure. Received +15 complaints about level of grass and untidiness amenity value
Landscaping Maintenance	Annual Plant Planting Program	Community, Visitors			One program per work unit per annum within budget allocations	Completed 1 in Nanango and 1 in Kingaroy. Remainder scheduled in next qtr
Landscaping Maintenance	Pruning of amenity trees to Australian Standard AS4373:2007	Community, Visitors			Pruning's conducted annually	1 pruning program completed in all major centres
Playground Equipment Safety	Compliance with AS/NZS4360:2004	Community, Visitors			One inspection program annually	Scheduled last qtr (April – June)
Playgrounds & Playground Equipment Maintenance	Maintained in accordance with AS/NZS4486.1:1997	Community, Visitors			One audit conducted per annum	Scheduled last qtr (April – June)
Vandalism	Rectify vandalism as soon as reasonably possible after reporting	Community, Visitors			Report vandalism to proper authorities with 24 hours of notification	On track, all instances attended within timeframe and information passed on to QPS where applicable

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Park Furniture	Undertake minor repairs on park furniture as required	Community, Visitors			100% Maintenance to be undertaken as required to maintain park furniture at an acceptable level	On track, nil complaints Dec qtr.

ACTIVITY **CEMETERIES**

Mission: To provide a dignified, efficient and safe burial service to the community.

Capital Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Cemetery Services	Provision of services - interment in grave or columbarium wall.	Community, Funeral Directors			Completed booking applications processed within 2 working days.	On track, all completed well within timeframe. Nil complaints
Burial Data	Management of cemeteries database and provision of data as required	Community, Funeral Directors			Records kept up to date	On track however since implementation of Tec 1, records kept manually for last 18months. Mapping and Data Base solution to be provided in 15/16 budget considerations.
Cemetery grounds maintenance	Cemetery areas are well-kept and maintained to a	Community, Funeral Directors			Less than 5 complaints per year	On track up until major rain event over Xmas closure. Received +15 complaints about level of grass and untidiness

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
	high standard					amenity value.

ACTIVITY **RAIL TRAILS**

Mission: Utilise the rail corridor to improve health and fitness; increase tourism and business opportunities.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Brisbane Valley Rail Trail (BVRT)	Continued partnerships with key stakeholders to promote BVRT	Community, Key Stakeholders, BVRT			4 e-newsletter prepared and distributed annually BVRT promoted as per Promotional Plan and within budget allocation	
Nukki to Linville section of Rail Trail	Work with Brisbane Valley Rail Trail Steering committee to develop and	Community, Brisbane Valley Rail Trail Steering Committee, Key			Nukki to Linville section of rail trail maintained and operational	On track, ambassadors maintaining facility and scheduled payments to this

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Brisbane Valley Rail Trail	maintain trail Support ambassadors and the agreement for maintenance	Stakeholders Ambassadors, internal			Maintain relationship with rail trail operational	group occurring Regular contact by phone and email, assistance has been provided for camera surveillance at request of ambassadors and data passed on to Blackbutt QFS.



Planning and Environment Department Operational Plan 2014/15

Mission: To support balanced development that preserves and enhances our region.

Officer Responsible: General Manager Planning and Environment

Responsibilities: Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Disaster Management, Libraries and Customer Contact.



ACTIVITY **DISASTER MANAGEMENT**

Mission: To provide the South Burnett community with an effective and coordinated response in the event of a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	March Quarter Update
Disaster Management	An effective Disaster Management Framework for the South Burnett Community	Community, South Burnett Local Disaster Management Group, Emergency Management Queensland (EMQ)		External, Internal	Bi-annually South Burnett Local Disaster Management Group Meeting to maintain disaster management readiness in accordance with the responsibilities of the Group as detailed in the Disaster Management Plan Review and update the evacuate & resupply subplans by December 2014 Conduct one (1) Disaster Management exercise in conjunction with key stakeholders within the 2014-15 financial year	Meeting to be scheduled March 2014 Proposed to start draft subplans by March 2014 Currently preparing for in conjunction with disaster season.
State Emergency Service	Provision of SES operations and equipment maintenance	Community, SES Groups, Emergency Management Queensland (EMQ)		External, Internal	State Emergency Services across region operational within budget allocations for financial year 2014-15	Monitoring SES expenses on a monthly basis to ensure compliance with budget

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	March Quarter Update
Disaster Management	Coordinate Training for disaster management group members and other Council employees to ensure adequate knowledge of roles is maintained	Local Disaster Management Group (LDMG), Recovery Resilience Group (RRG), Volunteers, Emergency Management Queensland (EMQ)		Internal, External	To ensure that all Disaster Management group members and relevant Council employees undertake the required training in conjunction with the Emergency Management Queensland (EMQ) 2014-15 training schedule	No courses scheduled for December quarter

SECTION CUSTOMER CONTACT

Mission: To provide a high standard of customer service at the counter and call centre, that meets the expectations of the organisation and our community.

ACTIVITY SERVICE CENTRES AND CALL CENTRE

Mission: To provide efficient *point of contact* service delivery across five Customer Service Centres to the community and the organisation.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Customer Contact Training	Adequate training for team	Customer Contact Team		Internal	100% of permanent customer service employees complete required training within the 2014-15 yearly training schedule	Training schedule currently being reviewed and monthly quizzes are being developed and linked with HARRY	
Call Centre	Council's general incoming calls answered	Community, Internal Departments, Councilors		Internal	80% of calls answered by Customer Contact and Less than 3% of the unanswered calls are abandoned by the first quarter of the 2014-15 financial year	Monthly statics monitored and currently 95% of calls are answered less than 1% are abandoned	
Customer Requests	Correctly profile customer concerns and requests for council services	Community, Internal Departments		Internal, External	100% of customer requests forward to correct officer within 1 hour of receipt by the first quarter	100% of customer requests completed	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Receiving	Processing of payments to Council	Community, Internal Departments		Internal, External	Decrease the number of cancelled receipts recorded on the monthly monitoring report of cancellations by 25% within the first quarter of 2014-15 financial year	Cancelled receipts 95% efficiency
Information for the Public	Information regarding Council operations/service communicated to customers.	Customer, Stakeholders, Businesses, Internal Departments		Internal, External	Develop a monthly complaints data sheet to indicate nature of complaint area to be addressed by December 2014 Reduce the number of complaints identified on the monthly data sheet by 20% in the 2014-15 financial year	Currently developing complaints monthly data sheet
Inter-Office Mail Coordination	Coordination of inter office mail collection and delivery between customer service centres	Internal Departments,		Internal,	Coordination and preparation of the daily mail bags and delivery of inter office mail between customer service centres in accordance with the 2014-15 internal mail schedule	Customer Contact personnel at each centre meeting the 2014-15 mail schedule
Outgoing mail coordination	Coordination of outgoing mail from five service centres	Internal Departments, Community			Coordination of outgoing daily external mail from customer service centres by 2pm	Customer Contact personnel at each centre meeting the outgoing daily external mail service
Support services to Libraries	Support services provided to Libraries at Blackbutt and Preston customer service centres	Community		Internal	Assist in the general library functions including borrowing and returning books on a daily basis, participating in community library activities as programmed in accordance with 2014-15 library standard	Currently meeting the 2014-15 library standard

ACTIVITY QUEENSLAND GOVERNMENT AGENT PROGRAM (QGAP)

Mission: To provide a broad cross-section of government services, including processing transactions and providing information through the Queensland Government Agent Program (QGAP) at the Blackbutt Customer Service Centre.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
QGAP Shared Services Agreement	Provision of other government services	Community, State Government			100% of Services delivered in accordance with 2014-15 QGAP shared service agreement	Meeting standard and delivery of 2014-15 agreement
Business and Marketing Plan	Funding as per QGAP Lead Agency Subsidy Agreement	Community, State Government			100% of Funding expended in accordance with the 2014-15 Business and Marketing Plan as approved by Smart Service Qld	Meeting standard and delivery of 2014-15 plan

ACTIVITY **CENTRELINK AGENCY FUNCTION**

Mission: To provide the community with self service facilities and agent functions for Centrelink at the Blackbutt Customer Service Centre.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Centrelink Agent Agreement	Provision of self service centre and agency functions	Community, Federal Government		Internal, External	100% of Services delivered in accordance with 2014-15 Centrelink agent agreement	Meeting standard and delivery of 2014-15 agreement

ACTIVITY LIBRARIES

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Library Services and Facilities	Libraries providing library services across the region to meet community needs	Community/Visitors			Identify the target groups for 2014-15 financial year and the relevant programs for implementation	41 programs completed
Support services to Customer Service	Support services provided to Libraries at Blackbutt and Proston customer service centres	Community			Provide assist to customer service counter as a backup during peak periods i.e. rate periods, dog registration etc in accordance with 2014-15 customer service standards	Currently meeting the 2014-15 Customer service standard
Library Collections	Library Collections developed to meet community needs	Community/Visitors			Ensure library collections are rotated and new purchases through the annual state library grant meet community needs as well as gaps in collection being sourced externally	Currently meets requirements
Annual Book Grant	Management and acquittal of the State Library of Queensland (SLQ) annual book grant to Council for the purchase Library stock.	SLQ, Council, Employees, Library Members and Visitors			State Library of Queensland (SLQ) Service Level Agreement (SLA) compliance Performance assessed and reported to SLQ annually within the first quarter	Completed

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Family and Early Literacy Program	Resource family and early literacy programs	Community/Visitors		Internal, external	Conduct at least one (1) partnership program with a community organisation by June 2015 Early and family literacy collections developed by the first quarter review	Partnerships with State Library of Queensland and local community facilities through the Best Start program which commenced in January 2015 through Baby Bounce and Toddler Rhyme and Story Time sessions at all libraries
Outreach Program	Providing community groups access to library facilities	Community			Kingaroy and Nanango Libraries to provide at least one (1) outreach program by June 2015	Outreach programs have been provided and are ongoing
Self-Check Out Machine	Self-serve technology enabling customers to issue their own loans and other transactions	Library members			Commence recording number of transactions using self-check out with in the Kingaroy library, 4.77% increased usage over time by first quarter review	Completed



Planning and Land Management Branch Operational Plan 2014/15

Mission: To support balanced development that preserves and enhances our region.

Officer Responsible: Manager Planning and Land Management

Responsibilities: Planning, Building and Plumbing Services, Community Grants and Donations Program, Heritage and Museums, Visitor Information Centres, and Arts



ACTIVITY **PLANNING SERVICES**

Mission: To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.

New Initiatives	Link to Corporate Plan	Link to associated Plans and Strategies	Community Engagement Level	Completion Date	March Quarter Update
New Planning Scheme for the South Burnett region.		Community Plan Goal 4.1.1 & 4.4.1	Consult	Preparation of draft Scheme completed by Aug 2013 Public consultation of Scheme commenced by March 2015 Adoption of Scheme by June 2015	Draft Scheme submitted for State Interest Review Awaiting sign off by Minister to commence public notification.
Review Infrastructure Charges Resolution		Community Plan Goal 4.1.1 & 4.4.1	Inform	Review resolution by July 2015 for updating of the charges	
Priority Infrastructure Plan		Community Plan Goal 4.1.1 & 4.4.1	Consult	Draft PIP prepared and included in Planning Scheme by Aug 2013 PIP adopted as part of Planning Scheme adoption by June 2015	Completed

<p>Monitor implementation of new Planning Scheme to correct administrative errors and other omissions</p>		<p>Community Plan Goal 4.1.1 & 4.4.1</p>	<p>Consult</p>	<p>Monitor implementation of new Scheme and draft list of possible amendments by Sep 2015. Draft amendment by Dec 2015 Amendment adopted by June 2016.</p>	<p>To commence once new Scheme is adopted.</p>
<p>Local Heritage Register</p>	<p>EC12</p>		<p>Consult</p>	<p>Cost to complete register included in 15/16 budget, awaiting approval. Project to commence July 2015</p>	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key performance Indicator	March Quarter Update
Development Applications (MCU & ROL)	To manage the assessment of development applications across the South Burnett area	Developers, building industry, commercial operators, ratepayers		N/A	100 % of delegated applications processed within statutory timeframes set by Sustainable Planning Act (SPA)	24 Applications received for the September quarter. 100% of applications processed with timeframes. 30 Applications received for the December quarter.
Planning Compliance	Undertake compliance assessments	Developers, building industry, commercial operators, ratepayers		N/A	100% of compliance assessments processed to within 20 business days from receipt of application	Ten (10) requests for assessments received for the September quarter. 90 % of compliance assessments processed within 10 business days. Four (4) requests for assessments received for the September quarter.
Planning Enforcement	Investigate possible breaches of Planning Scheme	Developers, building industry, commercial operators, ratepayers		N/A	100% of Customer Requests responded to within 10 business days	No Customer Requests were received No change

ACTIVITY **BUILDING SERVICES**

Mission: To provide building regulatory services to meet legislative requirements.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	March Quarter Update
Development permits for building works	Applications processed for new structures, additions, alterations and undertake compliance inspections	Building industry, commercial operators, ratepayers		N/A	100% applications processed within 20 business days from receipt of application	Total # applications processed for the September quarter Total % applications processed within 20 business days for the September quarter 59 applications processed for the December quarter
Building Searches	Process search requests	Community, building public and other government agencies		N/A	95% urgent applications processed within 2 business days from receipt of application 90% normal applications processed within 5 business days from receipt of application	74 applications processed for the September quarter 95% of applications processed within 5 business days for the September quarter 67 applications processed for the December quarter 18 urgent applications processed for the December quarter

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key performance Indicator	March Quarter Update	
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% of Customer Requests responded to within 10 business days from receipt of application	Five (5) Customer Requests responded to within 10 business days for the September quarter 90% of Customer Requests responded to within 10 business days for the September quarter No customer request received for the December quarter.	
Pool Safety	Swimming pool safety certificates	Building industry, commercial operators, ratepayers	GO3.3	N/A	100% applications process within 5 business days from receipt of application	Four (4) applications processed for the September quarter 100% applications processed within 5 business days for the September quarter Four (4) applications processed for the December quarter	
Boondooma Homestead Building Sub Committee – Advisory Role				Inform	100% Attendance of scheduled sub-committee meeting	One (1) meeting scheduled and attended for the September quarter. One (1) meeting scheduled for December quarter.	

ACTIVITY **PLUMBING AND DRAINAGE SERVICES**

Mission: To provide plumbing and drainage regulatory services to meet legislative requirements.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	March Quarter Update
Provide resource support to Infrastructure Department regarding implementation of Trade Waste Policy subject to Council approval			Inform	June 2015	Implementation to commence December quarter pending outcome of policy decision by Council Approved inspection program under LGA commenced in December quarter

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Compliance permits and certificates for plumbing and drainage works	Assessment of application, issue of permits and certificates and undertake compliance inspections	Building Industry, ratepayers		N/A	100% applications processed within 20 business days from receipt of application	46 applications processed for the September quarter 100% applications processed within 20 business days for the September quarter 34 applications processed for the September quarter 100% applications processed within 20 business days for the September quarter	
Plumbing Enforcement	Undertake enforcement activities when potential breaches are identified	Building Industry, ratepayers		N/A	100% of Customer Requests responded to within 10 business days from receipt of request	No Customer Requests received.	

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Audit of notifiable works	Undertake audit program to check compliance of notified works	Building Industry, ratepayers		N/A	Notifiable works inspected for compliance within 20 business days from receipt of list provided by State – Plumbing Application Service (PAS)	Four (4) request for inspections received within the September quarter 100 % of inspections completed within 20 business days Three (3) request for inspections received within the September quarter 100 % of inspections completed within 20 business days
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Building Industry, ratepayers		N/A	Annual Inspection Program Completed by June 2015 100% of Service documents received are entered into the HSTP register within 20 days from receipt of service document	31 service documents entered within 20 business days 100% of service documents entered within 20 business days 200 service documents received in December quarter

ACTIVITY **COMMUNITY GRANTS & DONATION PROGRAM**

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	March Quarter Update
Community Grants and Donations Policy Review (reviewed annually)	EC1.1	Corporate Plan	Inform Community of outcome of review	September 2014	Ongoing.

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Annual Community Grants & Donations Program	Provide assistance to not-for-profit organisations that meet cultural, community, educational, sporting or recreational needs through the provision of events or projects that benefit the South Burnett community	Not for profit community organisations	EC1.1	Engage	Donations made in accordance with Policy and budget allocation	Annualised and Round 1 funding completed. Annualised and Round 2 funding completed. Elite performance applications assessed as needed. Delivery on target with budget allocation.

ACTIVITY **HERITAGE AND MUSEUMS**

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	March Quarter Update
Local Heritage Register	EC1.2		Engage	June 2015	Ongoing - List of Council owned properties prepared.
Investigate the options for combining the South Burnett Heritage Collection Records electronically	EC1.2		Inform	June 2015	Ongoing Ongoing

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Museum Services	Enhance displays and stock lines to support the identified point difference	Community / Visitors	EXC1.2	Inform/Engage	Individual points of difference enhanced for each Museum Service. 1 annual partnership display with external museum or collection.	Boisen's book of account relocated to Wondai museum for display Ongoing

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Boondooma Homestead	Continue support through bi monthly meetings to support Boondooma Homestead Incorporated body	Community, Councillors, Internal Departments	EXC1.2	Consult	100% Attendance of scheduled committee meeting	Two (2) meetings scheduled for the September quarter. 100 % of meeting attended for the September quarter One (1) meetings scheduled for the December quarter One (1) meetings scheduled for the March quarter (by agreement MAC meetings will be held bi-monthly)	
Heritage Collections	Record and dispose of collection in accordance with collection policy	Community / Visitor	EXC1.2	Inform	All items included on Mosaic	Ongoing, approximately 500 items recorded in Mosaic program. Ongoing	

ACTIVITY VISITOR INFORMATION CENTRES

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Initiatives/Special Projects	Link to Corporate Plan	Link to associated Plans and Strategies	Engagement Level	Completion Date	March Quarter Update
Strategic Workshop on Visitor Information Centres	EXC1.1, EXC4.1, EXC4.2		Internal/Consult/Engage	June 2014	Ongoing

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Visitor Information Centre (VIC) services & facilities	VIC's providing information services to community and visitors	Community / Visitors		Inform	Continue to increase accumulation and awareness of relevant and accurate information	Ongoing
Visitor Information Centre (VIC) services & facilities	Displays and stock lines to support the identified point difference	Community / Visitors		Inform	Further enhance VIC service delivery based on the individual 'points of difference'	Ongoing. VIC Connect pilot programme commenced. Waiting on service providers to participate in pilot. VIC Connect pilot completed

ACTIVITY **ARTS**

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement.

Operating activities and services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update	
Administration of arts funding through the Art Culture and Heritage Management Advisory Committee	Work in partnership with community organisations to deliver cultural activities	Community, Community Organisations		Inform/Engage	ACH funded project delivered	Ongoing Rounds 1 and 2 funding rounds completed. Round 3 to be advertised during March quarter with assessment in June quarter.	
Regional Arts Development Fund (RADF) Program	Continue support for RADF Program	Community, Community Organisations, Government Agencies		Inform/Engage	Annual bid completed for 13-14 Annual Report for 12-13 lodged by September 2013	Annual bid due March 2015 Annual Report and expression of interest for 2015-16 funding held over due to change in state government. Scheduled to be submitted in June quarter.	
RADF Administration	Administration of art funding in accordance with RADF guidelines	Community, Community Organisations, Government Agencies		Engage/Inform	RADF funded programs delivered	Ongoing	
Kingaroy Regional	Maintain varied and inclusive exhibition	Community, Artists		Inform	Minimum 10 exhibitions per year	Ongoing meeting target.	

Operating activities and services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarter Update
Art Gallery Wondai Regional Art Gallery	program Financial support for the operations of the Wondai Regional Art Gallery (WRAG) in accordance with the Memorandum of Understanding with the WRAG Association	Wondai Regional Art Gallery Association Committee, Community		Inform	Financial support provided to committee to support the operations of the Wondai Regional Art Gallery pending permit to occupy and facilities review	Ongoing

ACTIVITY **SPORT & RECREATION**

Mission: To enhance and promote the quality of life of our community and the unique environment of our area through leadership and engagement. (excludes Sport and Recreation facility management)

Operating activities and services					Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	March Quarter Update	
Wide Bay Burnett Regional Recreation and Sport Steering Committee	Council representation on committee	Wide Bay Burnett Regional Recreation and Sport Steering Committee, Councillors, Community		Engage	Provide regional update to the steering committee	One (1) update provided for the September quarter. No meeting scheduled for December quarter No meeting scheduled for March quarter	



Roads & Drainage Operational Plan 2014/15

Mission: To provide safe, adequate, effective and efficient road and drainage network
Officer Responsible: Manager Roads & Drainage
Responsibilities: Roads & Drainage Administration, Construction, Maintenance, Contracts



ACTIVITY **ROADS & DRAINAGE ADMINISTRATION**

Mission: To provide leadership, administration and support services to the roads and drainage branch

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update
Customer Service	Responses to customer enquires	Community and Council	SD1	Internal and External	Customer Request Response System (CRRS) implemented and operational 80% requests acknowledged in 10 days and received formal response as per the CRRS	Feedback has shown it best to determine our proposed action before responding to the customer rather than focusing on a set time frame
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Department	EXC1	Internal	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Completed site inspections and meetings with all Councilors to prioritise the future capital works program. Expenditure reported monthly
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Departments and Council	SD2	Internal and External	Works programs developed to ensure effective utilisation of resources and delivery of budget	There is a master program for all projects which is updated monthly and have Gantt charts for all larger individual projects
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Department	SD2	Internal	Coordinators and Supervisors monthly Branch 6 monthly	Meeting are held monthly and minutes kept Not practical
Asset Management	Asset Management Plan implementation	Internal Departments and Council	SD2	Internal	Asset Management Plans implemented into infrastructure operations and management	Approx. 40% of road assets physically inspected and logged to update register

ACTIVITY CONSTRUCTION

Mission: To deliver a construction program of new works, upgrading and renewals across the road and drainage networks

Activities and Services				Performance Measurement		
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update
Transport Infrastructure Development Scheme	Completion of Capital Works Program funded by the Council and TMR	Queensland Government and Council	SD2	Internal and External	Capital works program completed as scheduled and within budget	The TIDS program is complete for both 14/15 and substantially completed in advance for 15/16
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery Program	Federal Government and Council	SD2	Internal and External	Capital works program completed as scheduled and within budget	The construction program is currently behind schedule but work has commenced and this funding is a rolling five (5) year program so expenditure before 30 June is not critical
Roads & Drainage Program	Completion of Capital Works funded by General Revenue	Council	SD2	Internal	Capital works program completed as scheduled and within budget	The construction program is currently behind schedule. Three projects have been identified as carryover works into 15/16

ACTIVITY **MAINTENANCE**

Mission: To maintain safe, adequate and effective road and drainage networks in the region

Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator Result Target	March Quarterly update
General Maintenance Program	Deliver general maintenance program across the region	Council	SD2	Internal	Delivery of the general maintenance program through efficient and effective use of materials and resources	The expenditure is still above target but the costs are being brought back by a reduced expenditure rate on non-critical activities
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Council	SD2	Internal	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	No changes this period

ACTIVITY **CONTRACTS**

Mission: To provide maintenance services across the State Controlled road network within the region on behalf of the Department of Transport and Main Roads

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator Result Target	March Quarterly update	
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	Queensland Government	SD2	External	Completion of works to specification and in accordance with the RMPC contract	The contract is progressing well with minimal non-conformances	
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	Queensland Government	SD2	External	Completion of works to specification, in accordance with contracts and within budget	The Bunya Hwy passing lane is continuing beyond the planned completion date which will result in Proston Boondooma Road widening carrying over into 15/16	



SOUTH BURNETT
REGIONAL COUNCIL

Water and Wastewater Operational Plan 2014/15

Mission: To deliver quality and reliable water and wastewater services that meet the needs of our community
Officer Responsible: Manager Water and Wastewater
Responsibilities: Water and Wastewater Administration, Services and Projects, Treatment and Quality



ACTIVITY WATER AND WASTEWATER ADMINISTRATION						
Mission: To provide management and administration support to promote the activities of the branch						
Activities and Services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update
Administration Support	Administration support services to branch	Customers, Internal Departments	SD1	Internal and External	Level of satisfaction with service to meet 95% continuous to 30 June 2015	Achieved
Asset Management	Asset Management Plan implementation	Internal Departments and Council	EXG1	Internal	Asset Management Plans implemented into infrastructure operations and management	Registers have been updated as works completed and investigating asset capture of plant components into T1
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Departments and Council	SD2	Internal	Future works and needs assessed and budgeted in the 10 year capital works	Demand modelling and capital forecasting reviewed regularly
Budget Management	Ongoing monitoring and reviewing of budget (operational and capital expenditure)	Internal Department	EXG1	Internal	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Overall position within budget
Branch Meetings	Regular Coordinator and Supervisor meetings	Team Members	SD2	Internal	Coordinators and Supervisors monthly Branch 6 monthly	Coordinators meeting in Feb 2015
Customer Service	Responses to enquiries	Customers and Council	SD1	Internal and External	Responses to enquiries and requests for service within Customer Service Standards for Water and Wastewater	Achieved

ACTIVITY SERVICES AND PROJECTS

Mission: To provide water and wastewater networks which meet customer and Council expectations through a planned and proactive approach

Activities and Services						Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update	
Programmed Maintenance	Delivery of programmed maintenance as per budget	Internal Departments and Council	SD2	Internal and External	Decrease in reactive maintenance	Reactive maintenance decreasing and scale of jobs reducing	
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Departments and Council	SD2	Internal and External	Customer Service Standards met – 95% compliance	Achieved	
Capital Works	Completion of Capital Works Program	Internal Departments and Council	SD2	Internal and External	Capital works program completed as scheduled and within budget	Carryovers being identified for continuation into 15/16 budget	
Program Planning, Design and Coordination	Construction Design Coordination	Internal Departments and Council	SD2	Internal and External	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement Coordination – projects delivered in accordance with program and budget	Achieved 1-2 months lead time Achieved	
New Connections	Service delivery of new connections	Applicants	SD2	External	All connections in accordance with Customer Service timeframes	Achieved	
Minor Works	Internal support to Treatment & Quality section and Property Branch	Internal Departments	SD2	Internal and External	Internal assistance provided to other sections when resources available to reduce external contractor use	No internal requests received	

TREATMENT AND QUALITY							
ACTIVITY							
Mission: To maximise and optimise the performance of all treatment plant systems through proactive improvements and preventative maintenance							
Activities and Services				Performance Measurement			
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	March Quarterly update	
Capital Works Program	Completion of Capital Works Program	Internal Departments and Council	SD2	Internal and External	Capital works program completed as scheduled and within budget	Murgon filter media replacement deferred due to price of tenders. Will be included in 15/16 budget with additional funds	
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland and Federal Governments	SD2	External	Statutory timeframes for reporting achieved	Reports submitted on time and no notices or compliance responses required	
Treatment Plants, Reservoirs and Chlorine Facilities	Operate and manage facilities	Internal Departments	SD2	Internal	Compliance with licence conditions	Achieved	
Dams and Weirs	Operate and manage dam and weir facilities within Regulations	Queensland Government and Council	SD2	Internal and External	Compliance with Dam Safety Regulations	Achieved EAP is being updated as required by licence conditions	
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	SD2	Internal and External	Recycled water available within climatic restraints	Continuing unchanged	
Water Quality	Maintain water quality in accordance with relevant guidelines	Customers and Council	SD2	Internal and External	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	Achieved	

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

Communication/Consultation (Internal/External)

General Managers and Managers have contributed to this report in respect of their relevant areas of responsibility.

Legal Implications (Statutory Basis, Legal Risks)

Pursuant to Section 174(3) of the *Local Government Regulation 2012* the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

Report

The Operational Plan 2014/15 details Council's planned services and activities which will contribute to the Corporate Plan 2014/18. This review report provides a written assessment of the implementation of the annual operational plan to the 31 March 2015.

4.2 Economic Development

Officer's Report

No Report.

5. Portfolio - Roads & Drainage

5.0.1 R&D - 1450933 - Roads & Drainage Portfolio Report

Document Information

IR No 1450933

Author Cr Damien Tessmann

Date 8 May 2015

Précis

Roads & Drainage Portfolio Report

Summary

Roads & Drainage Portfolio Report to Council.

Officer's Recommendation

That the Roads & Drainage Portfolio Report to Council be received.

5.1 Roads & Drainage (R&D)

Officer's Reports

No Report.

5.2 Design & Technical Services (D&TS)

Officer's Reports

No Report.

6. Portfolio - Communities, Communication & Arts

6.2.1 C - 1450949 - Communities, Communications & Arts Portfolio Report

Document Information

IR No 1450949

Author Cr Ros Heit

Date 8 May 2015

Précis

Communities, Communications & Arts Portfolio Report

Summary

Communities, Communications & Arts Portfolio Report to Council.

Officer's Recommendation

That the Communities, Communications & Arts Portfolio Report to Council be received.

Officer's Reports

6.2.2 C - 1450753 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday 14 April 2015

Document Information

IR No 1450753

Author Senior Officer Community & Events

**Endorsed
By** Manager Social Performance
Chief Executive Officer

Date 30 April 2015

Précis

Minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday 14 April 2015

Summary

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday 14 April 2015

Officer's Recommendation

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday 14 April 2015.



South Burnett
Regional Council

Infrastructure Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 14 April 2015 @ 10.00 am

Present: Cr Kathy Duff, Cr Ros Heit, Mavis & Brue Metzroth, Lynne Bennett, Marion & Rance Darlington, Bruce & Jenny Bishop, Buddy Thompson, Keith & Judy Brandt, Bob & Lesley Sommerset, Dave Robbins, Patty Brown, Robert Shackel

Apologies: Delma Robbins

Observers: Russell Springall

Chair: Cr Kathy Duff

Council Officer: Michael Hunter

Minutes: Kristy Board

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Kathy Duff welcomed everybody to the meeting. Cr Duff acknowledged the passing of Julie Grimes and sympathy card was passed around for each committee member to sign.		
Minutes from Previous Meeting	That the minutes of the previous Committee Meeting held on 17 February 2014 as recorded be confirmed. <i>Moved: Lynn Bennett</i> <i>Seconded: Bruce Metzroth</i> <i>Carried 13/0</i>		
Correspondence			
Boondooma Homestead	Caretakers and cleaning invoices have been received		
Business Arising from Previous Meeting - 17 February 2014			



South Burnett
Regional Council

Development Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 14 April 2015 @ 10.00 am

<p>Registration of Boondooma Homestead's Name</p>	<p>At this stage the South Burnett Regional Council has not yet registered the Boondooma Homestead as a business name. Michael Hunter advised the committee that this would be completed by next meeting.</p>	<p>Michael Hunter</p>	
<p>North West Tourist Drive Map</p>	<p>Michael Hunter passed around drafts of the Tourist Drive map for comment and feedback from the committee. Changes to be sent to Stacey Perrett for completion. Version two to be sent to Cr Duff, Cr Heit, Lynn Bennett and Buddy Thompson for review prior to printing.</p>		
<p>Caravan Signage – Boondooma Homestead</p>	<p>Buddy Thomson advised that this was still a working progress.</p>	<p>Buddy Thomson</p>	
<p>Tank at the Dip Yard</p>	<p>Cr. Kathy Duff met with Clint Whittaker from the Department of Primary Industry's. Cr Duff advised that the responsibility of the Boondooma dip. tank and line falls with the DPI; therefore Council will no longer remain accountable for this.</p>		
<p>Insulation on Caretakers Cottage</p>	<p>The following email from Sarah Saxer was read to the committee. <i>Hi Mick, I am unable to do these in this year's budget. Can I suggest if you desperately need it done this year, it come from your budget, otherwise it will have to wait till later in the year.</i> Regards Sarah Saxer</p> <p>The Boondooma Museum & Heritage Association Inc. would prefer the insulation to be installed this financial year to ensure</p>		



South Burnett
Regional Council

Development Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 14 April 2015 @ 10.00 am

	<p>the comfort of their caretakers</p> <p>Resolution Cr Ros Heit will look into utilising discretionary fund to purchase the batts. <i>Moved: Buddy Thompson</i> <i>Seconded: Mavis Metzroth</i></p> <p style="text-align: right;"><i>Carried 13/0</i></p>		
<p>Update on Cabins</p>	<p>Buddy Thomson advised that the letter to apply for an extension of time had not yet been completed, letter was then drafted and signed at the meeting and handed Russel Springall. Russel advised the committee that a change of development approval for the new shape of cabins is required due to the design changes. Previous approval was granted for separated cabin dwellings and now one roof accommodates all cabins. Russel further advised that there is potential to create more rooms which can open up possibilities for the future and at the appropriate time, gutters can be considered on the cabins for further water storage. Boondooma Homestead is very close to being secure and once hardware is fitted it will then be complete. Russel was happy to see that the Homestead concept had been achieved during restorations.</p>		
<p>Blades for Tractor</p>	<p>Discussions were held regarding blades for the tractor. Bruce Bishop to gain quotes from Murgon Machinery. Michael Hunter to contact Don Johnson to see if blades can be purchased from other suppliers and also request information on preferred</p>		



South Burnett
Regional Council

Development Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
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supplier's rules and regulations.	
Agenda Items - New Business	
Update on Councils new restructure	Michael Hunter to advised the committee of council's latest restructure. Michael further advised that Phil Harding and his team will be looking after Boondooma Homestead from June 2015.
Smoke Alarms	The Boondooma Homestead Caretakers advised that the smoke alarms in the caretaker's cottage are no longer working and are over ten (10) years old. Michal Hunter to contact properties to have one (1) hard wired smoke alarm installed in the caretaker's cottage.
Capital Works Items for 2015-2016	Buddy Thompson advised that project plan had not yet been completed and is still a working progress. Buddy Thompson and Russel Springall to liaise and have the plan completed by the June Meeting.
Next Meeting	It was agreed that Management Advisory Committee and Building Sub Committee meeting will now be held bi-monthly. Next meeting to be held 9 June 2015.
Meeting closed at 11.29 am	

Financial and Resource Implications

The works and activities to be undertaken are within the Boondooma Homestead budget allocation for 2014-15.

Link to Corporate/Operational Plan

Link to Operational Plan:

Continue to support Boondooma Homestead through the Management Advisory Committee.

EC1 A community with the capacity to develop the area of arts, culture and heritage

(Corporate Plan Goal)

EC1.2 Build the capacity of our arts, heritage and library facilities to become vibrant community centres (Corporate Plan Strategy)

Continue to coordinate the MAC through the VIC and Heritage Team Leader position

(Key Performance Indicator)

Communication/Consultation (Internal/External)

Membership of the Boondooma Homestead Management Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Improved asset management of the Boondooma Homestead facility.

6.2.3 C - 1450807 - Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held at the South Burnett Regional Council Chambers held on Thursday 9 April 2015

Document Information

IR No 1450807

Author Senior Officer Community & Events

Endorsed By Manager Social Performance
General Manager

Date 13 April 2015

Précis

Minutes of the Arts Culture & Heritage Management Advisory Meeting held on held on Thursday 9 April 2015

Summary

Providing a copy of the Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held at the South Burnett Regional Council Chambers held on Thursday 9 April 2015.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on Thursday 9 April 2015.



Minutes

Of the

Arts Culture & Heritage Committee

Held in the South Burnett Regional Council Office, Kingaroy

on 9 April 2015

Commencing at 9.00 a.m.

Senior Officer Community & Events: Michael Hunter



Arts Culture & Heritage Management Advisory Committee Minutes

ORDER OF BUSINESS:

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Arts Culture & Heritage Management Advisory Committee – Minutes – 9 April 2015

Minutes of the meeting of the Arts Culture & Heritage (ACH) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Thursday, 9 April 2015 at 9.00 am

Present

Cr Ros Heit, Michael Hunter (Senior Officer Community & Events & RADF Liaison Officer), Peter Peacey, Dot Rowland, Robyn Dower and Terry Jacobsen

Meeting opened at 9.07 a.m.

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

1.1 ACH Committee Meeting Minutes

That the minutes of the previous meeting held on Tuesday, 6 November as recorded be confirmed.

Resolution: *That the minutes of the previous Committee Meeting held on Tuesday, 6 November 2014 as recorded be confirmed.*

Moved: Peter Peacey

Seconded: Terry Jacobsen

Carried: 6/0

1.2 Apologies

- Elaine Madill
- Wayne Brown

2. AGENDA ITEMS

2.1 Welcome

Cr Ros Heit welcomed all committee members to the meeting. Cr Heit invited new member Val McGrath to introduce herself to the Committee Members.

Discussions were held on the update on the Dual Arts Project that has been funded by Council's RADF.

Resolution: Council's RADF Liaison Officer to contact Dual Arts and request that Council's Logo, the Queensland Government Logo be acknowledged on all media and promotional material (including their Facebook page) and the acknowledgment to be in the correct format.

Moved: Terry Jacobsen

Seconded: Robyn Dower

Carried 6/0

2.2 Correspondence

- Arts Queensland- Teleconference RADF update - Guidelines and Applications forms for the RADF 2015-16 funding (formally known as the bid)

Council's RADF Liaison Officer provided an update to the Committee members on the new guidelines for the 2015/2016 RADF funding. Discussions were held regarding the options available for ACH Committee for the 2016/2017 RADF Funding.

Resolution: ACH Committee members to contact all local artists to create a distribution list.

Council's RADF Liaison Officer to submit a bid for 2015/2016 to the value of \$50,000 (60/40) split between Arts Queensland and Council (\$40,000 towards workshops, \$10,000 to deliver Cultural Events to the Community).

Terry Jacobsen & Robyn Dower to create the draft RADF application form and Expression of Interest form.

Cr Ros Heit will develop a draft Policy.

All information is to be emailed to Council's Events Officer, Kristy Board by 29 April 2015.

Moved: Dot Rowlands

Seconded: Robyn Dower

Carried: 6/0

- Arts Queensland- Invitation for applications for the 2015/2016 funding round- Closes 8/5/15
Discussions were held as part of the previous correspondence.
- Email from Elaine Madill advising that she will be away for the month of April
Noted in the Apologies
- Queensland Touring Film Festival- In the Bin
Discussions were held regarding the possibility of linking this project to the 2016/2017 RADF funding bid.
- Artour- Roadcase Toowoomba
Council's RADF Liaison Officer provided an update on the ArTour Roadcase that Council Staff and a couple of committee members attended. Council are to put in an expression of interest, for productions that will appeal to our community for the 2016/2017 year.
- Gillie and Marc Art – Donation of artists time to create public artworks
Discussions were held regarding this proposal however, Council is not in a position for the 2015/2016 to assist in this project.
- Fast Track- Talent Program proposal 2015
Discussions were held regarding this proposal however, Council is not in a position for the 2015/2016 to assist in this project. However it could be considered for the 2016/2017 RADF funding bid.

2.3 Outcome Reports

Outcome Reports were received by the following people.

2014/2015 Round 1

1. South Burnett Choral Society Inc- "Big Sing" - \$5,230
2. Robyn Dower- Sense of Wonder - \$990
3. Queensland Rural Regional & Remote Women's Network – Capture the Magic – \$1,800
4. South Burnett Woodcrafters- Saw Scroll- \$1,060
5. Nanango Art Society- Nanango Art Fest- \$6,300

2014/2015 Round 2

1. Dr Akshay - McGregor Summer School- \$1,000

Resolution: *The Committee accept the outcome reports.*

Moved Dot Rowland

Seconded: Peter Peacey

Carried 6/0

2.4 Round Three Applications for the 2014/2015 Year (18 February to 20 March)

Council has received four (4) applications for Round Three with a total amount requested of \$20,925 (ex GST).

Applicant: Jumping Ant Arts Inc.

Description of Workshop: Woodcutting the Wetlands

Amount requested: \$1,200

Resolution: That this application be approved for \$1,200 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website/Facebook page
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2015/2016 RADF Showcase exhibition if required.
- Applicant to provide copies of advertising of this workshop and receipts in their Outcome Report.

Moved Robyn dower

Seconded: Val McGrath

Carried: 6/0

Applicant: Kingaroy State High School

Description of Workshop: Creative Generations- State Schools on Stage 2015

Amount requested: \$ 14,124.51

Resolution: That this application be not approved due to insufficient funds in the current budget.

Moved Robyn Dower

Seconded: Peter Peacey

Carried: 6/0

Applicant: South Burnett Community Orchestra

Description of Workshop: 2 day instrumental Music Workshop & Concert

Amount requested: \$ 5,600

Resolution: That this application be approved for \$5,600 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website/Facebook page
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2015/2016 RADF Showcase exhibition if required.
- Applicant to provide copies of advertising of this workshop and receipts in their Outcome Report.
- Budget worksheet is to be completed on the RADF Budget form

- Provide CV for Mat Phillips
- Eligibility Checklist to be provided for Matt Phillips
- Mat Phillips to provide evidence of availability

Moved: Robyn Dower
Seconded: Val McGrath

Carried: 6/0

Applicant: Rebecca Eryn Downie
Description of Workshop: Certificate in Ballet Teaching- Royal Academy of Dance
Amount requested: \$ 7,878

Resolution: That this application be not approved as it does not meet the RADF guidelines.

Moved: Terry Jacobsen
Seconded: Dot Rowlands

Carried: 6/0

2.5 2014/2015 Budget Review

Council's Cultural Services Coordinator, Michael Hunter provided an update on the 2014/2015 ACH & RADF Budget.

3. GENERAL SECTION

3.1 Other Business

- Film Festival 2015

Council's Senior Officer Community & Events advised the Committee that the National Film & Sound Archive have confirmed the date for this year's Big Screen Film Festival. It is to be held on 12 – 14 June 2015. He provided further updates regarding the movies we have requested and the possible 'Star'.

- Red Carpet – Nanango State High School

At last year's Film Festival, the Nanango State High School loaned Council the red carpet for the Friday Night Red Carpet Event. However the carpet ended up being damaged and only half of the carpet was returned. Nanango State High School have requested that Council replace the missing carpet and have provided a quote from Andersons Carpets.

Resolution: The committee have requested Council source an alternate quote for a replacement carpet for Nanango State High School and also purchase a red carpet for all our future 'red carpet' events.

Moved: Robyn Dower
Seconded: Dot Rowlands

Carried

The Meeting was declared closed at 11.31 am

Attachments



Guidelines for Councils applying to Arts Queensland for Regional Arts Development Fund (RADF) 2015-16 Funding

What is the Regional Arts Development Fund?

The Regional Arts Development Fund (RADF) invests in local arts and cultural priorities, as determined by local communities, across Queensland. RADF promotes the role and value of arts, culture and heritage as key drivers to develop sustainable, diverse and prosperous local communities.

RADF has four key objectives:

1. support local artists and arts and cultural activity to deliver value for local communities
2. provide opportunities for local communities to participate in arts and cultural activities
3. invest in locally-determined priorities delivered through arts and cultural activity
4. contribute towards current Government targets and priorities

RADF principles:

- Local – empower local councils to determine priorities and outcomes through arts and cultural activity to meet the aspirations and needs of their local community
- Participation – ensure local communities in all areas of Queensland have access to arts and cultural initiatives, programs and opportunities that are locally relevant
- Quality – focus on investing in arts and cultural outcomes which will have the highest value to local communities across Queensland
- Diversity – respond to the diversity of communities, councils, arts and cultural activity and practices across Queensland and support flexible delivery models

RADF recognises local governments as key partners and co-investors in local arts and culture, and therefore is delivered as a partnership between the Queensland Government, through Arts Queensland, and eligible local councils across the state.

Why have there been changes made to RADF?

For over two decades, RADF was delivered in partnership with 59 local Councils and has contributed towards approximately 3000 arts and cultural projects annually across Queensland. Despite this success changes will now reduce program administration and support the potential for the program to grow results that matter to local communities.

During 2014, Arts Queensland undertook significant consultation with local councils to ensure RADF works to create the best outcomes for local governments, supports a strong and sustainable arts and cultural sector and achieves quality arts experiences for Queenslanders.



RADF 2015-16 will:

- grow local returns on arts and culture investments by being more flexible and focused on locally-determined outcomes and new ways of working
- encourage transparency and local decision-making in Government by supporting outcomes identified in local council plans developed in consultation with communities
- foster collaboration within communities and encourage new partnerships with private and others sectors to deliver improved outcomes

From 2015 the Fund will be delivered flexibly, and local councils can implement locally tailored RADF programs based on priorities determined by them and their communities. This means that RADF may look different place to place as to best respond to the ways of working and priorities and aspirations of local communities.

Who can apply for RADF investment?

- RADF investment is available to 59 eligible Queensland Councils www.arts.qld.gov.au/funding/radf-councils.html
- Councils must have also satisfied the reporting and financial requirements of any previous Arts Queensland funding to be eligible to apply for RADF investment.

How much can councils apply for?

RADF Tier	Population	\$ % AQ	\$ % Council	Arts Qld allocation capped amount *
1	0 to 5,000	90	10	\$25,000
2	5,001 to 25,000	70	30	\$30,000
3	25,001 to 50,000	60	40	\$40,000
4	50,001 to 200,000	50	50	\$50,000
5	200,000 +	40	60	\$100,000

* Councils may consider applying for funding above their allocated capped amount or ratio where:

- they can demonstrate their local RADF program will significantly contribute towards RADF assessment criteria, objectives and key outcomes
- they are financially contributing at a higher level than the defined % ratios and/or have secured partners who are investing into their local RADF program.

NOTE: There is a maximum request of \$120,000 per application.

What can Councils use RADF investment for?

RADF funding is flexible and responsive and supports locally-determined decision making processes, delivery models and priorities to ensure councils and communities can invest in arts and culture-led outcomes that deliver value to them.



RADF funding could support:

- development and delivery of diverse, exciting and accessible arts and cultural activities, projects and initiatives for, by and with local communities
- value adding arts and culture into existing non-arts projects or events that could support growing new audiences or markets
- leveraging RADF investment to entice other funding partners to support more strategic arts and culture initiatives in local communities (for example, increasing amenity, community pride and liveability of local areas through infrastructure, public art, place-making projects)
- regional pooling of RADF investment towards regional initiatives or programs to deliver cross-regional arts and cultural-led outcomes
- professional, career and capacity development opportunities for local artists and arts workers
- engagement of key target groups such as young people or CALD communities or programs targeting particular geographic locations
- recruitment of specialist expertise to support, develop and /or produce arts and cultural-driven outcomes

How do Councils apply for RADF investment?

Councils must submit a completed **Regional Arts Development Fund - Funding Application** form including a budget and any relevant support materials by **3pm Friday 8 May 2015**. Late or incomplete applications will not be accepted.

Applications should be submitted via online application www.investment.arts.qld.gov.au/radf-application/

Where Councils are unable to submit online, applications should be submitted by post** including a USB of all files to: Regional Arts Development Fund Arts Queensland, GPO Box 146, BRISBANE QLD 4001

****Please be aware that applications must be received by 8 May 2015 – not just post-marked 8 May 2015****

How will Council applications be assessed?

RADF applications are assessed by representatives from relevant Queensland Government agencies and/or appropriate industry experts who will make recommendations for funding to the Arts Minister, or delegate.

This application will be assessed on evidence of how well it meets the following assessment criteria.

Note: The indicators listed are a sample of the types of evidence needed to demonstrate achievement of each criterion, and will vary according to the nature of the RADF 2015–16 program proposed.

Quality

- RADF invests in quality arts and cultural initiatives based on locally identified priorities
- RADF contributes to strengthening the professional and commercial capacity of the local arts sector
- Enterprising, effective, entrepreneurial and innovative approaches to RADF delivery are demonstrated



Reach

- Locally-determined RADF program supports investment in outcomes that meet local priorities
- RADF activities/projects support engagement of diverse local audiences/participants/target groups
- Community members are actively engaged in RADF decision making and evaluation

Impact

- RADF initiatives grow public engagement in - and value of - the arts
- RADF demonstrates good return on investment through cultural, social and economic outcomes
- RADF contributes to the prosperity, diversity, community cohesion and pride of local places and communities
- RADF contributes towards growing cultural tourism

Viability

- Effective use of RADF funding
- Strong governance and management of RADF operational delivery and program at a local level
- Local partners are engaged in supporting RADF activities/projects
- RADF leverages additional investment including financial and in-kind contributions by Council and others.

Notification of outcomes

Arts Queensland funding investment towards local council RADF programs will be announced by end of July 2015. Councils will be required to submit an invoice and EFT form for payment.

Regional Arts Development Fund Agreement & Reporting

Successful councils and Arts Queensland will enter into a funding agreement noting specified allocation of funding, payment schedule, contractual responsibilities and KPOs based on their RADF 2015-16 funding proposals.

All Councils are required to complete annual outcome report including a summary of funded activities, overview of RADF investments made and feedback from local communities.

NOTE: Councils are responsible to ensure reporting and evaluation is completed in respect of all RADF funded activities including those by individual local recipients of funding awarded through RADF. These reports will contribute towards the overall annual outcome report.



Support in preparing your RADF application

Arts Queensland is playing an enhanced role in the delivery of RADF through provision of Partnership Managers to each local government to support brokering, liaison and advisory services to strengthen local capacity and build the value of RADF in local areas and across the state.

Local councils participating in RADF are encouraged to contact their Arts Queensland Partnership Managers to discuss application to RADF including:

- how local decision making for RADF may occur
- how administration of RADF will occur
- how RADF may contribute towards local priorities
- identification of possible local delivery models for RADF
- what allocation of RADF funding will be contributed by council
- what allocation of Queensland Government RADF funding is requested by council
- other contributors/partners/funding that has been secured by council towards RADF in your local area.

Contact us

To contact Arts Queensland Partnership Managers and seek further information about the program:

- email radf@arts.qld.gov.au
- contact your Partnership Manager by phoning (07) 3034 4016 or toll free 1800 175 531

Important information for all Arts Queensland applicants

All applications seeking Arts Queensland investment funding are subject to:

- Information Privacy and Right to Information
- processes for feedback and review of decisions
- agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants.

Please refer to the document *Arts Investment – Important information for Applicants* on the Arts Queensland website at www.arts.qld.gov.au



From: Katie Edmiston [<mailto:Katie.Edmiston@arts.qld.gov.au>]
Sent: Thursday, 12 February 2015 3:30 PM
To: Katie Edmiston
Subject: RADF Update and other news

Hello out there in Council land – hope you are all well,

RADF UPDATE

I have been speaking with a number of you recently and I can confirm that the guidelines and application forms for RADF 2015-16 funding for councils to apply to Arts Queensland (formerly known as the bid) are planned to be emailed to CEO and RADF contacts on **Friday 20 February**.

With a number of teleconferences set up in the week beginning 23 February to discuss the new arrangements and answer your questions:

- Monday 23 February 2015 10:00am – 11:00am
- Monday 23 February 2015 3:00pm – 4:00pm
- Tuesday 24 February 2015 10:00am – 11:00am
- Thursday 26 February 2015 10:00am – 11:00 am
- Thursday 26 February 2015 3:00pm – 4:00pm
- Friday 27 February 2015 10:00am – 11:00 am
- Friday 27 February 2015 3:00pm – 4:00pm

You are able to participate in any of the following dates. Let us know which one you wish to participate in by return email to Patrice Deere at patrice.deere@arts.qld.gov.au. Following your RSVP, Patrice will email instructions for the teleconference to you.

Look forward to talking with you all then,
Katie

OTHER NEWS

FUNDING

Double your [crowdfunding](#) dollars with MATCH

Creative Partnerships Australia MATCH program is open! If you have an artistic project to fund and an [amazing crowdfunding](#) campaign in mind, you may be eligible for our dollar-for-dollar matched funding program. MATCH supports campaigns hosted through the [Australian Cultural Fund](#) or any other [crowdfunding](#) platform and successful applicants will receive matched funding of up to \$10,000 per project. Our programs team are on hand to provide a dvice on running a successful [crowdfunding](#) campaign. Applicants must be 18 years or over, a practising artist or group and able run a [crowdfunding](#) campaign between March and May. [Applications](#) close 9 March.

Regional Arts Fund (RAF)

Round 1 of the Regional Arts Fund (RAF) of the Australian Government administered through Artslink opened on 1 February and closes 16 March 2015. Details can be found at www.artslinkqld.com.au/regional-arts/regional-arts-fund/

Commonwealth Community Grants - applications now open

\$2 million in individual grants of up to \$10,000 to youth-focused community organisations across Australia. <https://www.commbank.com.au/about-us/who-we-are-in-the-community/community-grants.html>

Jetstar's Flying Start Program

[Jetstar's Flying Start Program](#) invites community groups and organisations across Australia to apply for a grant for \$30,000, made up of \$15,000 cash and \$15,000 worth of travel with Jetstar, to fund a project that will enrich the lives of people in their local community. Applications from Queensland and the Northern Territory are now being accepted and closing 31 March 2015.

PROFESSIONAL DEVELOPMENT

Arts Funding Information Session (Gold Coast)

Panellists include: Australia Council for the Arts, Arts Queensland, Creative Partnerships Australia and City of Gold Coast Council

Date: Monday 16 February 2015

Time: 5pm for a 5:30-7pm session

Venue: Gallery 1, The Arts Centre Gold Coast (135 Bundall Rd, Surfers Paradise)

Please RSVP by Friday 13 February 2015 to cultural@goldcoast.qld.gov.au

Australia Council for the Arts, Grants Information Session (Toowoomba)

Date: Tuesday 17 February 2015

Time: 12:50pm arrival for a 1:00pm start and a 2:00pm finish

Venue: The Grid: Level One, 488 Ruthven Street, Toowoomba, QLD

RSVP: James Cox at j.cox@australiacouncil.gov.au by Friday 13 February

For information on our new grants model please visit

www.australiacouncil.gov.au/funding

Australia Council for the Arts, Community Arts and Cultural Development Sector Meeting (Toowoomba)

Date: Tuesday 17 February 2015

Time: 2:00pm start for a 3:00pm finish

Venue: The Grid: Level One, 488 Ruthven Street, Toowoomba, QLD

RSVP: James Cox at j.cox@australiacouncil.gov.au by Friday 13 February

Australia Council for the Arts Youth Sector Roundtable (Brisbane)

Date: Friday 20 February

Time: 8.50am arrival for a 9.00am start for a 12.00pm finish

Venue: Theatre Rehearsal Room, Level 4, Judith Wright Centre of Contemporary Arts, 420 Brunswick St, Fortitude Valley QLD

RSVP: James Cox at j.cox@australiacouncil.gov.au by Thursday 12 February

Australia Council for the Arts Community Arts and Cultural Development Sector Meeting (Brisbane)

Date: Friday 20 February
Time: 12.50pm arrival for a 1.00pm start for a 5.00pm finish
Venue: Theatre Rehearsal Room, Level 4, Judith Wright Centre of Contemporary Arts, 420 Brunswick St, Fortitude Valley QLD
RSVP: James Cox at aj.cox@australia.council.gov.au by Thursday 12 February

Australia Council for the Arts Aboriginal and Torres Strait Islander Arts Discussion Session (Brisbane)

Aboriginal and Torres Strait Islander artists and cultural leaders are invited to attend this discussion to talk about the futures for Aboriginal and Torres Strait Islander Arts
Date: Friday 20 February
Time: 10.00am-3.00pm
Venue: Meeting Room 1 B, State Library Stanley Place, South Bank Brisbane
RSVP: makingsolidground@australia.council.gov.au

Museum and Gallery Services Queensland Conference– Call for Papers due 6 March

The 2015 M&G QLD State Conference provides a major professional development opportunity for gallery and museum paid and volunteer staff throughout Queensland. The Conference will explore participation, community engagement and ways of encouraging active involvement as our museums and galleries strive to be vibrant, accessible and essential places for communities and visitors alike. For further information go to <http://www.magsq.com.au/cms/page.asp?ID=7944>

ArTour Roadcase – Cairns, Winton and Toowoomba

Roadcase is a one-day professional development and networking event for everyone involved in putting on performing arts shows, events and festivals in your region. For further info check out the flyer attached or go to <http://www.artour.com.au/roadcase>

THINGS TO THINK ABOUT

Cultural Tourism

I know that many of your councils are interested in the role that arts and culture can play in tourism ... Often being referred to as cultural tourism and sometimes creative tourism.

Here are some resources that you might find interesting:

- Short general article on creative and cultural tourism. www.accor.com/en/news/creative-tourism-or-the-future-of-cultural-tourism.html
- Victorian Cultural Tourism website www.culturaltourismvictoria.com.au/
- Articles on Cultural Tourism (you may need to sign up to download – but you can read online) www.academia.edu/1869136/What_is_Cultural_Tourism/
www.academia.edu/9491857/Tourism_trends_The_convergence_of_culture_and_tourism
- Case study of Port Arthur www.oecd.org/cfe/tourism/42040138.pdf

- And at Arts Queensland we are gathering contributions in this field and publishing them to our *Arts for all Queenslanders* blog site www.arts.qld.gov.au/blog/index.php/cultural-tourism-the-insider-experience/

Arts and Health

The sights, sounds and smells of a hospital can make it a terrifying place, especially for children, but it doesn't have to be that way. Vital Arts, a British arts organization in charge of introducing art to Britain's hospitals, had 15 artists collaborate to turn the interior of London Royal Children's Hospital into as fun and colorful a place as a hospital can be. Check out what they did <http://www.boredpanda.com/artists-mural-design-royal-london-children-hospital-vital-arts/>

OPPORTUNITIES FOR YOUR COMMUNITY

YMCA Queensland Youth Parliament applications now open!

As a member of the YMCA Queensland Youth Parliament program you'll learn about government, people. The program is apolitical, which means political views don't play any part in the way it is run. You must be 15 to 25 years old to apply. You don't need to know about parliament as you will be taught everything you need to know. One place is offered for each of the 89 [electorates](#) across the state. Four additional places are available for Aboriginal and/or Torres Strait Islander young people. To find out more visit the [YMCA Youth Parliament website](#)

Katie Edmiston

Manager | Partnerships | **Arts Queensland**

Department of Science, Information Technology, Innovation and the Arts

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Arts Culture & Heritage Management Advisory Committee – Minutes – 9 April 2015

From: Wondai Regional Art Gallery [<mailto:wondaiartgallery@southburnett.qld.gov.au>]
Sent: Wednesday, 21 January 2015 1:27 PM
To: Wendy Kruger
Subject: RE: Arts Culture & Heritage MAC Meeting (Incl Round 3 RADF Assessment)

Dear Wendy

Due to the fact that I will be overseas from the 2nd April, I will not be able to attend the meeting. I shall be home early in May.
Thanks for the invite.

Kind regards
Elaine Madill
Wondai Regional Art Gallery
Ph 07 4168 5926
wondaiartgallery@southburnett.qld.gov.au

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Queensland Touring Film Festival (QTFF) is the latest venture from Australia's premier touring short film festival, In The Bin. From May 2014 All the way through to 2015, QTFF will tour the state, No region to far, or too small we are keen to provide an experience unlike any other for this great state. We also have specials for multiple venues. The festival program spans five days in each community, inviting schools, businesses and the general public to take part in film workshops and events designed to educate and entertain. Rural and regional Queensland communities will benefit from learning, experiencing, and enjoying film, because opportunities for developing visual arts in Australia are not just confined to the big lights and big dollars of the capital cities.

Workshops

Two-Day Education Program

The soul of the festival: teaching and inspiring budding film makers in regional and rural communities that there are no boundaries to what you can achieve through film. In The Bin's signature educational component is compressed into a special QTFF two-day workshop at a local high school. Students break up into four teams to create, produce and edit their own short films, which are then screened at one of the selected nights of the festival. QTFF provides all the equipment needed and our dedicated instructors are always there to help when

needed however students are encouraged to make their own creative decisions for their films. The workshop covers all areas of film making including story development, shooting, producing and editing, with a final product they can be proud of. By developing training resources online we will be able to shrink the education program allowing students to have more class time, more time to develop their stories for filming, and allow us to provide more events throughout the week. The student's scripts will be assessed prior to the workshop commencing to ensure the highest standard of work.



Super Shorts Workshop

Short films are as fun to make as they are to watch. This workshop is a practical session open to anyone with an interest in film to learn the foundations of good film making practices, from story boarding and production to editing. Make it a day of film – learn about short film making in the morning, and get set for a night of award winning films to be screened at the Festival.



Super Fly

This workshop is held at a local primary school and is a big hit with the little learners. Students will be filmed in groups creating a story with drawings or pictures on an interesting topic in front of our Blue and Green key screens. Students will then see their stories come to life through Chroma Key cutting-edge digital effects. The footage will be developed into 30 second films to be screened at one of the festival nights.



Program Cost

Total Package

The costs include accommodation, transport, trainers, computers, camera's, cinema packs, and support. The only requirements for communities are the locations for the events and workshops and the participants. We provide the rest. The total package cost is **\$7,150GST Inc.**

This event would usually cost a minimum of \$10,000 however due to sponsorship and support we are able to provide it heavily discounted.

We can provide multiple locations for councils at discounted costs. We can also provide a selection of events to suit community budgets.



Festival events

The 'How To' Film Festival

This event can be held at a local high school or community space, and is open to school students in the surrounding areas and the general public. The How To Film Festival will showcase a mix of interesting short films and provide a discussion forum in between each film, to discuss the process and structures of making the film with the participants.

Silent Movie Night

The Silent Movie night is a major attraction of QTFF. Drawing audiences from near and far to a serene outdoor venue, the Silent Movie Night also involves the local community. We provide a local school band or community band with funds and the film to be shown a month prior to the festival, then they create their own soundtrack to the film which is performed live to the audience as the film is shown.

Australian Film Illumination Panel

(this event can be run at an additional cost.)
A rare and intriguing insight into the real stories behind the film industry – revealed by the stars who make it happen. A selection of legendary industry professionals will attend a panel discussion open to the public at a key community venue.

They will discuss their lives in the industry and the challenges they face, while showing snippets of key elements from their work and discussing the processes, with opportunity for a question and answer component. This is a must-see event; you never know who might turn up...

In The Bin Film Festival

The main attraction – screening on the final night of the tour, the celebrated In The Bin Short Film Festival showcases six award-winning short films along with one feature provided by the Brisbane International Film Festival in an outdoor arena under the stars. This free event provides a unique cultural event for regional Queensland communities to enjoy.

This component of the festival also supports film makers, as all films which tour as part of QTFF are paid screening fees per location. QTFF is proud to incorporate this unique source of entertainment into its regional festival program.





Roadcase

Cairns • Winton • Toowoomba

Roadcase is a one-day professional development and networking event for everyone involved in putting on performing arts shows, events and festivals in your region.

Whether you are from council, on the RADF committee, a local arts council representative, involved in programming a festival, event or venue, a performing arts teacher, this event will help you:

- CONNECT** Meet presenters from neighbouring regions
- PLAN** Get an insight into possible shows and workshops that could come to your town
- SHARE** Hear about new opportunities and ideas to build audiences

Marketing, budgeting, programming and community engagement – Roadcase is full of practical resources and suggestions that will help meet the specific needs of your audience and community.

ARTOUR arTour is Queensland's centre of contemporary touring knowledge.

It strengthens the capacity of producers and presenters across the state by brokering new connections, providing practical resources, offering professional development opportunities and assistance with touring logistics.

ARTOUR 
arTour is an initiative of the Queensland Government through Arts Queensland, part of the Department of Science, Information Technology, Innovation and the Arts.

DATE
Cairns Friday 20 March 2015
Winton Tuesday 24 March 2015
Toowoomba Friday 27 March 2015

TIME
10am to 4.30am
(Registration from 9:30am)

TICKETS
\$50 per delegate

REGISTRATIONS
Registrations are essential. Visit artour.com.au/roadcase
Registration includes lunch, afternoon tea and refreshments.

ASSISTANCE
A travel subsidy is available for volunteer and unfunded organisations to assist with travel and accommodation costs. If you require further assistance please contact the arTour office on 07 3872 9041

artour.com.au

Roadcase Program Outline



CAIRNS BOTANICAL GARDENS VISITOR INFORMATION CENTRE **FRIDAY 20 MARCH 2015**

WINTON TOWN HALL **TUESDAY 24 MARCH 2015**

TOOWOOMBA EMPIRE THEATRE **FRIDAY 27 MARCH 2015**

WELCOME & INTRODUCTIONS 10AM – 11AM

Who is arTour? How do we support Touring in Queensland?

Who's in the room? An opportunity to hear about each community, what's challenging, what's worked in the past, and what are you looking for.

PRODUCTION PITCHES 11:15AM – 12:30PM

A look at some of productions available for touring in 2015 & 2016 featured at Queensland Touring Showcase.

LUNCH

(Lunch will be provided)

PROGRAMMING 1:15PM – 2:15PM

Viability – What's the cost of presenting a touring production? Determine what's affordable by looking at budgets and ticket pricing.

Funding & Support – what other income streams are available? A look at other revenue opportunities and different forms of support.

MARKETING 2:15PM – 3:15PM

Marketing and Audience Development – Who is the work for? How will you get them through the door? Practical marketing strategies and audience development ideas.

Timing – An outline of the key time frames and deadlines that are critical to developing tours, including those regarding marketing, funding, and planning.

AFTERNOON TEA

(Refreshments will be provided)

OPPORTUNITIES AND REVIEW 3:30PM – 4:15PM

What new circuits, collaborations and partnerships are possible, both within individual towns and across various regions?

What other types of productions/projects are you looking for? How else can arTour support regional presenters?

Which productions would presenters most like tour to regional Queensland?

ROADCASE EVALUATION AND FEEDBACK 4:15PM – 4:30PM



On 04/02/2015, at 10:46 AM, Helen Cameron wrote:

Hi there,

Gillie and Marc are Sydney-based contemporary artists who work together as husband and wife and specialise in creating large scale bronze public artworks. Their public artworks can be seen all over the country - many of them featuring the artists' original hybrid characters, Dogman and Rabbitgirl, who have become iconic in their own right.

Gillie and Marc are passionate about being a part of bringing art to areas outside of major cities. They're particularly proud of their work in towns that are off the beaten track, because they have seen for themselves that art alone does have the power to bring people to an area.

Some of the councils Gillie and Marc have worked with before have wanted to create sculptures that embraced aspects of the regions history and the artists have seen first hand that this sort of work has the ability to revive an area.

Gillie and Marc believe that through public art it's possible to create a new attraction and draw visitors to a town because public sculpture creates a destination and a meeting place for tourists, passers by and locals alike.

In today's social media age, one of the most important aspects of creating a public artwork is insuring that it is interactive and engaging. In particular, people love being able to have their photo taken with an artwork. That's why, in the past Gillie and Marc have created bronze public sculptures that are timeless but also appeal to people who want their photo taken. For example, they placed Henry Lawson on a bench so that people can sit next to him and created a Diprotodon and rhinos that the public can climb on.

By depicting the historical and cultural significance of your town in a beautiful bronze public sculpture the businesses in your town will be able to benefit from the foot traffic and interest it will bring. Every town deserves art that speaks to the area's unique heritage and the people who live there and Gillie and Marc find great joy in creating these types of public artworks. They have the ability to work within budget thanks to ten years experience creating fine bronzes.

Gillie and Marc would love to offer a partial donation to your council!

What a partial Donation Means:

Gillie and Marc are lucky enough that they sell some of their pieces to private collectors and art galleries for over \$100,000. However these sales are quite rare and they understand that not everyone has this kind of money to spend on a sculpture. Gillie and Marc want to be creating public work for beautiful places all the time and have come up with a special, 'Partial Donation' offer that is a win-win situation for both parties. This means that Gillie and Marc will donate all of their artistic time and creative ideas coming up and designing a new sculpture for you. They will only ask you to cover the cost of the material and transport. This means that they are not out of pocket and you also get an incredible deal for a fully commissioned, unique and site specific sculpture. The price will differ depending on the type of material that you choose to use and the size and complexity of the sculpture. Gillie and Marc do this with the initiative to bring amazing public pieces to the world, as they are aware of the huge social benefits.

Materials they work in:

Gillie and Marc highly recommend bronze and this is their preferred medium as it weathers any climate and can last for hundreds of years. If you want the sculpture to go outside they would strongly suggest you choose bronze. However bronze is their most expensive material and they do have cheaper alternatives such as brass, stainless steel and fibreglass.

Gillie and Marc can also offer you interactive sculpture with interactive elements such as sound & movement, which is a nice alternative to explore. For example they created 3 running rhino's for federation square which is one of their most famous interactive pieces. This has a spare seat on the rhino's for the public to physically sit on and there are also inbuilt sound of a galloping herd of rhino's, so the public actually feels as if they are running with them.

The process:

If you choose to go ahead with the offer, the first step would be me organizing a conference call with you and Gillie and Marc. During this call Gillie and Marc will introduce themselves, what they are offering to you and will explain how they work. They will then discuss in depth with you themes, ideas and important things relevant to your space. If you already have ideas for sculptures they will listen and take these on board. Following this conversation, Gillie and Marc will come up with a list of ideas for you. From this list you will choose 2/3 that you really love the sound of. They will then mock up these up as illustration in an in - depth proposal. Once you receive the proposal you will decide on the sculpture you wish to go ahead with. This will then get made into a clay mould and will require your sign - off. You will be involved throughout the whole process. Once you are happy with the clay, Gillie and Marc will cast it as a bronze sculpture (or with the material of your choice). This whole process takes up to 8 months.

Why a bronze public sculpture:

1. DESTINATION. Public sculpture enhances a location, making it a destination in its own right. 80% of the worlds attractions are man made.
2. UNIFYING. Public sculpture helps define a community and represents whats important to them.
3. STATEMENT. Public sculpture makes an artistic statement about creativity and importance of art.
4. INTERACTIVE. Public sculpture is accessible to everyone and allows the public to physically interact with it.
5. INCREASE VISITORS. Public sculpture will increase visitor traffic.
6. SOCIAL MEDIA BEACON. Public sculpture is shared across social media increasing awareness
7. LAST FOREVER. Bronze public sculpture can last over 500 years.
8. VALUE. Public sculpture works out to be less 100 dollars a year when you consider the life of it. Of all marketing it is greatest return on investment when you consider the exposure it achieves.

|



Arts Culture & Heritage Management Advisory Committee – Minutes – 9 April 2015

From: Aiden Rayner [mailto:aiden@yoymusic.com.au]
Sent: Wednesday, 4 March 2015 11:58 AM
To: Michael Hutter
Cc: David Den
Subject: Fast Track Talent Program for South Burnett 2015

Hi Michael,

I wanted to get in touch with you regarding the National Fast Track Talent program that we're running with council all across the country at the moment. I'm excited by the possibility of putting this show on in your community. There is a great deal of talent in your community that would make this show work very well.

Please have a look over the event proposal below and feel free to pass it on to the appropriate people. Fast Track has an excellent track record with councils and communities in areas the size of South Burnett of providing extremely positive experiences for council, performers, audiences and the community at large.

I'll try to get in touch again later this week to discuss the possibility of putting this show together with you in 2015. We are flexible with how we deliver this and are able to work into and expand on any existing event as well as running an entirely separate successful stand-alone event. If you have any questions, please do not hesitate to get in touch. My contact details are below.

Kind regards,
Aiden Rayner

FAST TRACK TALENT PROGRAM 2015

The Fast Track Talent Program is the largest talent show in Australia underneath The Voice and X Factor and proudly brought to you by Yamaha Music Australia. We are currently taking bookings for 2015 to run the Fast Track Talent show in communities across Australia - I would like to invite you to take part in the national showcase and bring your community to the stage. We work closely with youth groups across the country and give them first hand experience walking on the events it asks they are passionate about. We will discuss how to provide a great experience for your youth committee if required.
P.S. - If you are looking for something special for 100th then we can roll out an event without a problem in late in the year (we will also).

Please take a moment to have a look at the attached proposal (below) and see why Fast Track (one of the fastest growing talent competitions in the country) are bringing local communities to the stage and providing an experience for local performers that they will never forget. The show works because it is an opportunity for our artists or people from the community to come together for a day and night of fun and entertainment - all in one showcase (songs, dances, bands, dance troupes, classical musicians, comedians and anything else worth showcasing).



FAST TRACK TALENT PROGRAM COUNCIL PROPOSAL 2015

Yoyo Music in Association with Yamaha Music Australia propose a partnership with your council to stage a Fast Track Talent Event in 2015.

FAST TRACK TALENT BRINGS YOUR COMMUNITY TO THE STAGE:

Fast Track Talent is the largest Family focused Talent Program in Australia underneath the TV shows 'The Voice' and 'X Factor'. Fast Track is the most successful community event model in Australia providing people in the performing arts with a vibrant platform to showcase their talent in each community. Fast Track is a fully produced talent event similar to Australia's Got Talent that comes to your local community with judges, prizes, sponsors, branding and an event team who run an amazing event. The Fast track team staged over 200 Fast Track events over 2013/2014. Just imagine having more than 50 acts (or 100+ Performers) promoting their involvement in your event to their own community. Welcome to Fast Track!

Fast Track Talent Showcases is a fully produced talent competition designed for each community.

- Fast Track Talent involves up to 100 acts from each local area to include (but not limited to) singers, bands, classical instrumentalists, dancers and dance troops, actors, comedians, music producers and more. Performers bring family and friends to each event which results in excellent attendances and community involvement.
- Recoup event costs through ticket sales and local sponsorships. Obtaining local dollar and in-kind sponsors for the show is easy with a trusted showcase platform.
- A respected entertainment industry panel to judge the day including scouts for the major TV shows.
- Amazing Prizes awarded at the end of the day for the best performances.
- Fast Track get your community involved to help promote and support your event. Fast Track work closely with their youth groups and provide them an amazing experience in event production.
- Fast Track brings the best names in entertainment to your community including guest performers from previous years of The Voice and X Factor, Yamaha Music, Rode Microphones, Yoyo Music and more.
- The Fast Track team are the most experienced in Australia. The team has run over 200 Fast Track events and directors have worked closely with major entertainment brands including Big Day Out, Gotye, Australian Grand Prix and countless city council clients to name just a few. Fast Track bring this experience with the team delivering a valuable and respected event for your community.
- Fast Track staff are trained to ensure participants feel valued, supported and encouraged always.

WHAT YOYO MUSIC (EVENT PRODUCERS) WILL PROVIDE FOR EVERY EVENT

Project Management, Administration and Marketing to:

- Develop a project and marketing strategy to ensure event objectives are achieved and project timelines are adhered to.
- Plan and confirm the best format for the event according to numbers and styles of performers, sponsor requirements (if applicable) and venue layout.
- Provide two Entertainment Industry Judges for each event plus a local judge.
- Manage the schedule to keep the event on time and ensure performers have an amazing experience (i.e. on-site Event Management).
- Provide a one off experience for youth groups and volunteers who can learn different roles in the event lead up, promotions, production and staging and MCing. Yoyo Music tailor this experience to each council depending on what kind of youth and volunteer groups are working in their area.
- Manage event staff and judges.
- Provide performer enrolment services through Fast Track's easy enrolment system.
- Post a Welcome Pack containing event details and pre sold tickets to each performer.
- Integrate your event with the national Fast Track social media network.

1





Yoyo Music to provide marketing material for each community engagement:

- Promotional information provided to reach out to local performers in your community to ensure the number of applicants is maximised.
- Fast Track branded posters and flyers with your event's specific information.
- Branded signage, brought by Fast Track Talent, at the event

COUNCIL'S ROLE

Yoyo Music will provide strategic direction and guidance to assist you to:

- Print and distribute communications materials to relevant community members and media.
- Discuss and agree on most effective local marketing campaign and in house marketing strategies.
- Ensure the venue is set up appropriately for a large family talent event.
- Engage sound and lighting services for the event.
- Engage 3+ event staff or volunteers and local business involvement on the day of the show.
- Refreshments for event staff and judges during the event.

PRIZE POOL MANAGEMENT

- Yoyo Music will work with council to build a valuable prize pool for the event.
- Yoyo Music will provide First, Second and Third prize trophies at no extra costs.
- As part of Yamaha Music sponsorship arrangements Yamaha will provide an acoustic guitar at no extra cost.
- Yoyo Music will provide an invaluable industry focussed prize that will provide winners with ongoing performance opportunities and involvement with the wider entertainment industry over the coming year.
- Yoyo Music to advise on engaging local business to provide sponsorships, prizes, volunteer support and extra publicity.
- Yoyo Music's Fast Track staff are official scouts for both The Voice and X Factor providing a rare opportunity for potential national TV exposure.

Cost for delivering the FAST TRACK TALENT event:

Costs are negotiated with you in good faith depending on dates, location, duration, venue capacity and ticket pricings. Yoyo Music are committed to working with you to ensure the event is great value for money event and something that you will want to develop as an annual event. Every booking is slightly different, so prices differ depending on your requirements and budget.

FAST TRACK TALENT WEBLINKS:

- Fast Track You Tube: <https://www.youtube.com/channel/UC54Pte7hsFWdXapxJArMu1w>
Fast Track Social Media: <https://www.facebook.com/fasttracktalent?ref=hl>
Fast Track Website: <http://fasttracksinging.com.au>

Your Fast Track Contact:

BEN BRAZIL Fast Track Talent Event Producer
Director - YOYO MUSIC PTY LTD
Email: ben@yoyomusic.com.au Phone: 0414 830 527
Address: 73 Devonshire Rd, Watsonia, Vic, 3087



2





A selections of clients who have staged their own events over the last 12 months are raving about its success and rebooking for next year:

COLAC City Council

Watch: <https://www.youtube.com/watch?v=9hz3AD2aYVQ> . Rebooking for 2015.

BURDEKIN Shire Council had over 650 people attending the town hall. A sold out event, rave reviews and profit margin achieved. Rebooking for 2015. (Refer jpg attachments from this event.)

LISMORE City Council - Highly successful event with Sony Music featuring the winner of Fast Track Lismore performing on the Sunday with Taylor Henderson & Jai Waetford as part of their National Pop Up Tour!

KINGSTON City Council at Moorabbin Town Hall- featuring performers from The Voice 2014. Large numbers of singers and dancers with hundreds of tickets sold.

CAPITAL CITY EVENTS – Fast Track staged over 100 events across Brisbane, Sydney and Melbourne last year to an average audience of 350 people per event.

Fast Track Talent Events are confirmed to be staged in Queensland, New South Wales, Victoria, South Australia and Western Australia in 2015. We aim to provide communities around our country with a wonderful event experience over the coming years.



Financial and Resource Implications

The works and activities to be undertaken are within the 2014-2015 budgets for Arts Culture & Heritage.

Link to Corporate/Operational Plan

EC1 A community with the capacity to develop the area of arts, culture and heritage (Corporate Plan Goal).

EC2 Build the capacity of our arts, heritage and library facilities to become vibrant community (Corporate Plan Strategy)

Communication/Consultation (Internal/External)

Membership of the Arts Culture & Heritage Management Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Nil

7. Portfolio - Property (P)

7.1 P - 1450939 - Property Portfolio Report

Document Information

IR No 1450939

Author Cr Deb Palmer

Date 8 May 2015

Précis

Property Portfolio Report

Summary

Property Portfolio Report to Council.

Officer's Recommendation

That the Property Portfolio Report to Council be received.

Officer's Reports

No Report.

8. Portfolio - Water & Wastewater / Sport & Recreation

8.0.1 Water & Wastewater / Sport & Recreation Portfolio Report

Document Information

IR No 1450921

Author Cr Barry Green

Date 8 May 2015

Précis

Water & Wastewater / Sport & Recreation Portfolio Report

Summary

Water & Wastewater / Sport & Recreation Portfolio Report to Council.

Officer's Recommendation

That the Water & Wastewater / Sport & Recreation Portfolio Report to Council be received.

8.1 Water & Wastewater (W&W)

Officer's Reports

No Report.

8.2 Sport & Recreation (S&R)

Officer's Reports

No Report.

9 Portfolio - Waste, Natural Resource Management, Parks & Environment, Indigenous Affairs

9.0.1 Waste, Natural Resource Management, Parks & Environment and Indigenous Affairs Portfolio Report

Document Information

IR No 1450929

Author Cr Kathy Duff

Date 8 May 2015

Précis

Waste, Natural Resource Management, Parks & Environment and Indigenous Affairs Portfolio Report

Summary

Waste, Natural Resource Management, Parks & Environment and Indigenous Affairs Portfolio Report to Council.

Officer's Recommendation

That the Waste, Natural Resource Management, Parks & Environment and Indigenous Affairs Portfolio Report to Council be received.

Officer's Reports

No Report.

9.1 Waste (W)

Officer's Reports

9.1.1 W - 1451254 - Report on submissions to draft Waste Management Plan

Document Information

IR No 1451254

Author Manager of Environment and Waste

**Endorsed
By** General Manager Corporate Services

Date 28 April 2015

Précis

Report on submissions to draft Waste Management Plan

Summary

Public consultation on the draft Waste Management Plan (WMP) closed on 28 March 2015. This latest report details the issues raised in the five (5) submissions received and provides responses to those matters.

Officer's Recommendation

That Council:

- (a) receive the feedback from the Community Consultation on the draft Waste Management Plan, and provide response back to the submitters in relation to their specific matters.
- (b) approve the Waste Management Plan.



SOUTH BURNETT WASTE MANAGEMENT STRATEGY

2015 – 2022



**Waste Management
into the Future**



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Appendices:

- Appendix 1: Queensland Waste Avoidance and Resource Productivity Strategy 2014 – 2024 Strategy Framework
- Appendix 2: Old Landfill Sites Map
- Appendix 3: Timetable of restoration of old legacy landfills
- Appendix 4: Current waste facility locations
- Appendix 5: Designated Waste Collection/Service Area
- Appendix 6: Travel Time Map for Existing Waste facility Locations
- Appendix 7: Proposed Waste Management Capital Works Program for 2015-20221.

Document created January 2015



1 EXECUTIVE SUMMARY

The South Burnett Regional Council came into existence following the amalgamation of the Kingaroy, Murgon, Nanango and Wondai Shire Councils.

This is the first waste management strategy developed since the new Council was created. This strategy has focused strongly on reviewing the mix of the inherited waste facilities and services. There are seventeen (17) current waste facilities.

There is a need to plan ahead to establish an appropriate waste facility network that will provide for the future waste disposal needs of the South Burnett. This Waste Strategy has been developed after an extensive review of the existing Waste Management situation as well as the regulatory environment in which the South Burnett Regional Council's waste services exists. Council has proposed its preferred position for waste management into the future. This Strategic document has included provision to address the higher order waste hierarchy principles of Waste Avoidance, Waste Reduction and Reuse, while also concentrating on waste collection, treatment, resource recovery and disposal.

The concept of a Waste Hierarchy has been a guiding principle throughout this strategic waste planning exercise. This document also seeks to be viewed as the South Burnett Regional Council's Waste Reduction and Recycling Plan in fulfilment of the statutory requirements of the *Waste Reduction and Recycling Act 2011*.

The Council's vision is to progressively close minor landfills, many of which are already at or soon to reach capacity, and utilise transfer stations and transition to the larger regional landfills. Then ultimately one super landfill, whether locally or outside of our region, may service all of the South Burnett. Provision for some flexibility has been incorporated into the proposed waste management model in order to adopt any commercially viable alternative waste treatment technologies or innovations that may become available in the future.

The South Burnett Regional Council's Waste Management Plan 2015-2022 culminates in the proposition of six (6) Strategy Goals, with various Action items, which provides the framework for realising the Council's vision for Waste Management into the future within the South Burnett. The six (6) Strategy Goals are:

1. Provide community waste education.
2. Provide cost effective, safe, environmentally responsible & efficient waste collection operations.
3. Provide an appropriate network of waste transfer and disposal facilities.
4. Provide responsible management of waste facilities
5. Provide landfills to meet the regions long term waste disposal needs.
6. Provide opportunities to reduce waste to landfill.

The Action Items are summarised at section 5.5 of this document.

This draft document is presently released for public consultation and will be open for comment for a minimum period of 28 days. Following the community consultation period a report outlining the community input received shall be presented to Council for their information and guidance in making any changes to the final Waste Strategy. Once any changes to the draft Waste Strategy have been incorporated, as a result of the public consultation process, then the final Waste Management Strategy will be presented to Council for approval and adoption.



2 OVERVIEW

The South Burnett Regional Council (SBRC) came into existence when the Kingaroy, Murgon, Nanango and Wondai Shire Councils amalgamated in 2008. This Waste Management Plan has been in the development process for a considerable period of time. Competing priorities, limited funds and reductions in state and federal government resources have hindered its completion. However, behind the scenes Council has been working to improve, integrate and standardise its waste services activities across the shire as many of the activities of the four (4) pre-amalgamated Councils varied significantly from one another.

This document outlines the current situation of waste management in the South Burnett Region as well as detailing the Council's vision and future direction for waste management. The South Burnett Regional Council's Waste Management Plan has sought to consider all aspects of waste as it relates to the community here in the South Burnett, from waste prevention and minimisation, to waste collection, it's possible or applicable treatment, resource recovery and final disposal.

Each of the current waste facilities have been assessed and considered as to its continued inclusion in the Council's overall Waste Management Strategy for the future. Council has also identified and been planning for the security of the South Burnett's waste disposal needs into the future.

This Waste Management Plan primarily has a short term focus (i.e., the next seven years). However, the waste planning process has attempted to also take into consideration medium and longer term risks/opportunities that could have an impact upon future waste management operations.

Waste management is no longer just about throwing waste into a hole at the "dump". The landscape of waste management has become a highly regulated environment, impacted by federal and state governments as well as expectations from industry and the community. Health and safety, environmental protection, climate change, resource recovery and recycling are all key areas that must be considered, planned for and addressed. Some of these identified areas are regulated by legislation and as such Council is obligated to comply. This has implications for the South Burnett community as these requirements are enforced or passed on to the general population.

The major areas of association with waste management for most residents of the South Burnett are the Waste Collection Service and Waste Disposal. Waste collection from households is governed by state legislation, while all the other aspects of waste management that Council is involved in is largely influenced by demand, benefit to the community and what level of involvement there is by the private commercial sector. The total waste stream that Council manages is composed of waste generated by Domestic, Commercial, Industrial and Demolition customers.

The waste planning process has identified a number of issues for management and/or action. These actions have also been prioritised and are planned to be programmed into the forward capital work program and/or operational plans for the waste management area.

This strategic document has also endeavoured to anticipate what new, emerging or alternative technologies may present themselves in the future which could be beneficial to our regional local government area. Therefore, it has been essential to build in some flexibility into the present and future waste management operations in order to be able to take advantage of these situations, should they arise.

As part of this review of the South Burnett Regional Council's waste management operations Council has been and will continue to be in discussions and work with its fellow neighbouring Councils on waste management issues. It is the goal of the Wide Bay Burnett Councils to work together to provide sustainable region wide positive waste outcomes.



2.1 THE VISION

The overarching vision of the South Burnett Regional Council, as provided in the Corporate Plan, is:

Individual communities building a strong and vibrant region

The South Burnett Regional Council Corporate Plan outlines the key strategic priorities for the organisation. In regards to the Council's Waste Services section it is encapsulated under the Environment Strategic Priority, which is:

A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

The Goal to be achieved is:

ENV2 Environmentally responsible and efficient waste management

The underlying Strategies to be implemented in order achieve the above goal are:

ENV2.1 Develop and implement a Regional Waste Management Plan

ENV2.2 Provide cost effective waste management facilities and operations

2.2 OBJECTIVE

This Waste Management Strategy will detail the Council's vision and future direction for waste management within the South Burnett.

In order to give effect to the above objective a review of all South Burnett Regional Council waste operations has been undertaken with reference to the need for legislative compliance as well as taking into consideration regional and site specific constraints.

The waste planning process has established a number of key strategic goals for the waste management area. A number of critical actions have subsequently been identified which need to be completed in order for these goals to be achievable. Also, as part of the planning and review process of the waste portfolio there have been other issues identified which need to be managed and/or actioned, which have been aligned with one of the specific Waste Management Plan's strategic goals. Each of these action items has been prioritised and a proposed timeline allocated.

2.3 STRATEGY FRAMEWORK

The strategy is divided into waste management functions relating to areas that the South Burnett Regional Council has some involvement in and influence over. A description of the specific functions and services involved are provided below.

Table 1: Strategy Framework

Strategy Vision Focus	Services Involved
Waste Avoidance, Minimisation & Reuse	Community Waste Education
Collection Services	240L kerbside general waste wheellie bin (Domestic & Commercial) Street & Park Litter Bin collection
Waste Transfer and Disposal Facilities	Transfer Stations Landfill sites Liquid Waste Disposal Facilities
Resource Recovery	Recycling Alternative Waste treatment Technologies (potential for)



3 BACKGROUND

3.1 REGULATORY FRAMEWORK

The landscape of Waste Management has become a highly regulated environment, impacted by federal and state government laws and policy positions as well as being influenced by industry.

3.1.1 National Waste Policy

The National Waste Policy is an overarching federal document providing direction to the states for future waste planning and change, with specific interest on resource recovery.

The National Waste Policy is strong on advocating partnerships in order to provide beneficial outcomes. Extended Producer Responsibility programs have been the major focus at present under the Policy. For example, the collection and recycling of electronic waste (e.g. the National Television and Computer Recycling Scheme).

3.1.2 Mandatory Renewable Energy Targets

By 2020 twenty per cent of Australia's electricity is to be produced from renewable energy sources. This requirement is known as the "Renewable Energy Target (RET)". Annual targets have been set by the government and it is incumbent upon the Australian electricity retailers and large wholesale purchasers of electricity to demonstrate compliance with these annual targets. Failure or inability to meet these annual targets can result in a charge for every megawatt per hour short of the required target.

Needless to say that Australian electricity retailers are looking for and are interested in renewable energy projects for incorporation into their electricity supply mix. Waste to Energy initiatives would fit into the renewable energy category. More on this subject will be discussed later in this Waste Strategy.

3.1.3 Clean Energy Act 2011

The *Clean Energy Act 2011* (Commonwealth law) provided for a national carbon levy, which was applicable to all large landfill facilities having emissions in excess of 25,000 tonnes of carbon dioxide equivalent (CO₂-e) in a single year. Emission calculations had to also factor in surrounding waste facilities and their waste disposal volumes and emissions if they are within a certain distance to the landfill in question. If the particular waste facility was over the threshold amount then the carbon levy would have been applicable.

The *Clean Energy Legislation (Carbon Tax Repeal) Act 2014* was given assent on 17 July of 2014 which effectively repealed the *Clean Energy Act 2011*. Therefore, local government has a reprieve from a carbon levy on (large) landfills at least for now.



3.1.4 Queensland Waste Avoidance and Resource Productivity Strategy 2014 – 2024

The state government released their draft Queensland Waste Avoidance and Resource Productivity Strategy in the first half of 2014. The final version of this strategy was released in January 2015. The Vision of this document is that:

“Queensland will become a national leader in avoiding unnecessary consumption and waste generation, adopting innovative resource recovery approaches, and managing all products and materials as valuable and finite resources.”

The strategy is underpinned by five guiding principles:

1. Protecting human health and the environment to secure our future prosperity.
2. Sharing responsibility for avoiding unnecessary consumption and improving resource management.
3. Recognising of the economic, environmental and social costs of waste generation and disposal.
4. Recognising of regional differences and opportunities.
5. Full lifecycle management of resources.

There are four (4) key objectives:

Objective 1—Driving cultural change;

Objective 2—Avoidance and minimisation;

Objective 3—Reuse, recovery and recycling

Objective 4—Management, treatment and disposal

Voluntary Action Plans are also proposed under the State Waste Strategy and will be developed by government and peak industry bodies which provide the detail under the Strategy outlining how the objectives will be achieved.

3.1.5 Environmental Protection Act 1994 (QLD)

The *Environmental Protection Act 1994* and its subordinate legislation (Regulation and Policies) are Queensland’s legislative framework to protect Queensland’s environment, while allowing for ecologically sustainable development.

This legislation impacts directly upon all local governments, including the South Burnett Regional Council, as landfills must be licensed/registered by the State Department of Environment and Heritage Protection (DEHP).

The planning, location and design of a waste facility is regulated by the abovementioned legislation and the associated approval processes within DEHP.

The day to day operations of a waste facility are controlled by conditions imposed on the Council’s licence/registration during the application and approval process, which are then monitored and enforced by DEHP.



3.1.6 Waste Reduction and Recycling Act 2011 (QLD)

The *Waste Reduction and Recycling Act 2011* objectives are to:

- Promote waste avoidance and reduction, and resource recovery and efficiency actions;
- Reduce the consumption of natural resources and minimise the disposal of waste by encouraging waste avoidance and the recovery, re-use and recycling of waste;
- Minimise the overall impact of waste generation and disposal;
- Ensure a shared responsibility between government, business and industry and the community in waste management and resource recovery;
- Support and implement national frameworks, objectives and priorities for waste management and resource recovery.

In order to achieve these objectives the legislation provides for the following:

- (a) preparation, implementation and maintenance of a waste management strategy for the State [The state government released their Draft Queensland Waste Avoidance and Resource Productivity Strategy in April 2014. Further specific details relating to the State Waste Management Strategy are provided above under the separate regulatory framework heading entitled Queensland Waste Avoidance and Resource Productivity Strategy 2014-2024.];
- (b) preparation of State, local government and industry strategic waste management plans. [There is also a requirement for local government to prepare a waste reduction and recycling plan. The South Burnett Regional Council has endeavoured to incorporate the requirement of this obligation into their Waste Management Plan document.];
- (b) reporting requirements (including waste and recycling data) for the State, local governments, business and industry [Local government was reporting this data to DEHP on a monthly basis, but the state has recently changed to this reporting frequency to quarterly.];
- (c) a waste disposal levy as well as banning particular waste disposal. [The state government did implement a waste levy in 2011, which was reduced to zero once the change of government occurred in 2012. This particular provision however presently still exists within the legislation and could be established again should the incumbent government wish to.];
- (d) identifying priority products and associated management tools;
- (e) preparation, implementation and maintenance of a priority product statement;
- (f) providing for product stewardship schemes;
- (g) waste tracking requirements;
- (h) granting approvals of resources for beneficial use;
- (i) prohibiting particular conduct in relation to waste [Littering and waste dumping offences are now contained within this particular piece of legislation and also provides for public reporting of these types of offences direct to DEHP.];
- (j) appointing authorised persons to investigate matters arising under this Act and otherwise to enforce this Act;



3.1.7 Australian Packaging Covenant

The Australian Packaging Covenant is an agreement between government, industry and community groups to fund solutions to address packaging sustainability issues.

The Australian Packaging Covenant (APC) specifies that its aim is, “to change the culture of business to design more sustainable packaging, increase recycling rates and reduce packaging litter.”

To help give effect to this aim brand owners with a turnover larger than \$5 million are required to either sign the APC or comply with the *National Environmental Protection Measure (Used Packaging Materials) 2011*. Brand Owners who sign up to the APC pay a yearly contribution. These monies are used to resource the various packaging projects that are submitted for funding. Projects must be sustainable, cost effective, deliver savings against identified targets and must help towards the achievement of APC’s goals, namely improving packaging design, recycling of packaging and product stewardship through the established supply chain.



3.2 THE SOUTH BURNETT REGIONAL PROFILE

The South Burnett Regional Council (SBRC) was formed in March 2008 as a result of state-wide local government amalgamations. The Councils that amalgamated to become the South Burnett Regional Council were the Kingaroy Shire Council, the Murgon Shire Council, the Nanango Shire Council and the Wondai Shire Council.

The South Burnett Regional Council is located in South-East Queensland. The new SBRC region covers an area of 8 399 km² and is only a short drive away from Brisbane, Toowoomba and the Sunshine Coast.

Figure 1: South Burnett Regional Council Locality Map within Queensland



Source: Queensland Government, Department of Local Government, Community Recovery & Resilience) 2014



3.3 POPULATION TRENDS AND WASTE GENERATION PROJECTIONS

3.3.1 Population Projections

Queensland Treasury and Trade has advised that the population projections for the South Burnett continue to be positive into the future. The Queensland Government estimates a modest increase for the South Burnett of 1.1% per year over the next 25 years. The state of Queensland in comparison is expected to continue to increase in population by 1.9% over the same period.

Table 2: South Burnett Population Projections

Year	2016	2021	2026	2031
Projected Population	33,840	35,731	37,594	39,509

The implications of this are that the number of persons in the South Burnett is expected to increase from 32,641 (30 June 2013) to 39,509 persons by 2031.

3.3.2 Total Waste Disposal Projections

Future planning for waste disposal volumes requires some extrapolation of the present waste situation, while factoring in some known variables. If the recycling, reuse and waste generation factors all stay the same over the coming years then based upon the estimated population projections, the amount of waste that would be expected to be generated in the South Burnett are provided below.

Table 3: Projected future Total Waste (Tonnes) to be Disposed of within the South Burnett

Year	2016	2021	2026	2031
Total Waste (tonnes)	19,951	21,066	22,164	23,293

These projections could be less if further waste reduction, diversion or recycling measures are implemented in future years.



3.4 CURRENT WASTE SITUATION

3.4.1 Waste Collections – Current

The South Burnett Regional Council's inherited waste collection services consisted of:

- A weekly 240L general waste wheelie bin service (domestic and commercial customers, provided by a mix of private contractor and Council day labour);
- A weekly 240L split wheelie bin service catering for recyclables items and general waste (domestic customers only in the old Nanango shire and provided by private contractor);
- 1, 2 or 3m³ bulk bins (normally a service provided to a commercial customer. Service frequency was able to be provided six (6) days a week if required. This service was also provided by a mix of private contractor and Council day labour); and
- 10 or 27m³ skip bins (services provided to a large commercial client or at a transfer station. This service was also provided by a mix of private contractor and Council day labour).

These waste collection services have changed since the new waste collection contract commenced on 1 July 2014. The details of these changes are provided below.

3.4.1.1 240L WHEELIE BIN WASTE COLLECTION

The waste service with the highest profile is the kerbside waste collection service, which is provided via wheeled bins. A weekly wheeled waste bin service is provided to premises in the major urban areas. A number of outlying and low-population rural areas are also provided with services depending on their proximity to townships and proximity to current collection vehicle routes. There are 13,279 wheelie bins serviced weekly throughout the South Burnett.

The South Burnett Regional Council has continued to retain the obligation to provide waste services to its domestic clientele under the latest waste collection contract. It has also due to economies of scale and efficiencies continued to provide this 240L wheelie bin service to the commercial businesses within the designated waste collection/service area. Council has however chosen to outsource the responsibility of actually providing the delivery of those services to a private contractor.

The Nanango shire residential community did have an exclusive weekly 240L split wheelie bin, for general waste and recycling, for six (6) years or so during the period of the previous Nanango waste collection contract, which concluded 30 June 2014. Segregated uncontaminated recyclables, namely cardboard, paper, aluminium cans, steel containers and plastic containers, were stored and then transported to Toowoomba or Brisbane for sorting and processing through a Material Recovery Facility. Further details on the recyclables collected via the Nanango kerbside split bin can be seen at Table 16: Nanango Split Bin Recycling Data by financial year (Tonnes), see section 4.3.2.

Resource restrictions and time limitations posed by the expiry of the previous waste collections contracts (30 June 2014), that had been in place prior to amalgamation, meant that this strategic document was not able to be released and/or finalised before the decision relating to the waste collection contract needed to be made. The waste collection contracts were soon to expire and this aspect of the waste management program needed to be addressed as a matter of priority. A new waste collection arrangement was going to have to be organised irrespective of any strategic waste planning process undertaken and any formal document that was to be subsequently created.



The preparation time required for the development of a comprehensive waste collection tender can be up to eighteen months and involves a detailed review of the service requirements/standards and the creation of the actual tender documents. Then time is required for the potential contractors to consider the tender and submit a proposal, which can be up to six months. Once submissions are received there is the assessment of tender submissions and the awarding of a contract, which can take up to three months. Then finally the last stage involves the preparation for contract implementation, which can require from nine up to twelve months. The contract implementation phase involves organising equipment, plant, vehicles, manufacture of waste bins & waste bin roll out. The time required for the whole waste tendering process can be just over three years, if done thoroughly.

As part of the initial evaluation for the development of a waste collection tender Council did consider whether it would undertake the waste collection services totally by day labour or whether it would just contract out the delivery of those services. Initially Council had determined that its Waste Services section would put in an in house bid as part of the waste tendering process so that any final decision would be open the best value for money solution. However, in the end Council decided that its own Waste Services section would not be submitting. Council also considered what type of services it wanted as part of a new kerbside waste collection service.

The decision about the length of the South Burnett Regional Council waste collection contract was influenced by discussions with other Councils within the Wide Bay Burnett region. The Wide Bay Burnett Regional Organisation of Councils Inc (WBBROC) was formed in 2000 to represent the interests of all councils within the Wide Bay Burnett region. Its membership comprises of the the Bundaberg Regional Council, the Cherbourg Aboriginal Shire Council, the Fraser Coast Regional Council, the Gympie Regional Council, the South Burnett Regional Council and the North Burnett Regional Council. The key goals of WBBROC are to:

- Deliver improved economic outcomes for the region
- Drive infrastructure development and investment in the region
- Facilitate planning at a regional level
- Provide collaborative leadership for the region.

A subsidiary group, the Waste and Recycling Advisory Committee (WRAC), which reports to WBBROC was recently established. The Terms of Reference for the WBBROC's Waste and Recycling Advisory Committee is to:

- a) Advise WBBROC on matters related to regional waste and recycling service provision;
- b) Make recommendations to WBBROC concerning prioritised regionally significant waste and recycling issues;
- c) Making recommendations to WBBROC to assist in the implementation of prioritised regionally significant waste and recycling service provision projects;
- d) Engaging the community, business and industry sectors concerning waste and recycling processes in the Wide Bay Burnett region; and
- e) Where necessary - advocating for community, business and industry and local government in the Wide Bay Burnett Region.

One of the outcomes of this group has been for all member Councils to align their waste collection contracts to coincide and expire with other Councils within the WBBROC Region. This decision was made in relation to exploring the possibility of having one large waste collection contract across the whole wide bay region. To this end the South Burnett Regional Council's new waste collection contract commenced on 1 July 2014 and will continue until the first contract expiry date, namely 2 July 2022.



3.4.1.2 BULK WASTE COLLECTION

The South Burnett Regional Council post amalgamation was providing bulk bin (1, 2 or 3m³) services to commercial customers via a mix of day labour and private contractor. Servicing regimes and frequencies varied greatly depending upon which old local government area the service had historically been provided in.

Bulk waste collection includes commercial waste, construction and demolition waste.

Toward the end of the old waste collection contracts the South Burnett Regional Council was servicing 183 bulk bins per week.

Council noted over a period of time leading up to the expiry of the old waste collection contracts that many of its commercial bulk bin customers had cancelled their service and were dealing direct with a private waste collection contractor. The old waste collection contracts did not expressly prevent this activity nor would the national anticompetitive legislation permit such a position to be held. This erosion of Council's customer base meant that the critical mass required in order provide a cost effective service to its customers was becoming difficult to maintain. Further, if Council went out to tender and specified that it had a certain number of commercial bulk bin customers and a contractor tendered on that basis and then by the time the contract commenced the commercial customer base had further declined and proceeded to do so over the life of the new waste collection contract then the ongoing viability of that particular service could be jeopardised. Additionally, there were concerns over transparency and traceability of waste where Council and non-Council customer waste was being collected by the same contractor in the same vehicle.

At the time of considering this situation there were three separate commercial waste collection companies operating in the South Burnett area. As there seemed to be sufficient competition in the local market for commercial bulk waste collection services Council determined to no longer provide this service. Therefore, the waste collection tender reflected this position and all bulk commercial waste services within the South Burnett are now provided by private companies and their services are totally unrelated to any Council involvement.

3.4.1.3 SKIP BIN WASTE COLLECTION

The South Burnett Regional Council presently has a number of waste transfer stations. Most of these are services with either 10 or 27m³ skip bins. These large skips bins are serviced by a Roll On Roll Off (RORO) vehicle. After discussions with other Councils and waste collection contractors during the development of the waste collection tender it was decided by Council that it would retain control of this aspect of the waste management program. Servicing capacity has also been evaluated and reviewed in order to accommodate the Council's proposed future waste strategy in relation to its waste facilities.

3.4.1.4 WASTE COLLECTION CHARGES

The pricing for a waste collection service was/is itemised separately on the rates notices. During the 2013/2014 financial year domestic customers paid \$145 for a weekly 240L waste collection service and commercial customers paid \$284. Generally speaking the commercial cleansing charge was more expensive due to the extra level of run in service provided to many commercial properties. However, this added level of service was identified as "not essential" and was removed from the latest waste collection contract. The waste industry norm is not to provide a commercial "run in" service and it was further recognised that this mechanism could be a way to reduce the waste cleansing charge to commercial businesses by reducing this particular aspect of their level of service.



The waste cleansing charge for a domestic service has been held at \$145 a year for a weekly general waste collection service for the 2014/2015 financial year. No Consumer Price Index (CPI) adjustment has been applied to this service this year. The waste cleansing charge for commercial business has been reduced by \$96 a year, with the 2014/2015 financial year commercial waste cleansing charge being only \$188 per service for the year.

3.4.1.5 DESIGNATED WASTE COLLECTION/SERVICE AREA

Until 1 July 2014 there had been three (3) separate waste collection contracts governing the old Murgon, Nanango and Wondai local government areas. Kingaroy was still under the day labour arrangements that were established under the then Kingaroy Shire Council. Each contract or day labour arrangement were different to each other. The new waste collection contract provided the opportunity to bring all of waste collection within the South Burnett into uniformity. The designated waste service area is shown in Appendix 5.

The designated waste collection area is a defined area, which under the local government legislation provides the mechanism whereby if a 240L wheelie bin waste collection service is provided within that area then that service is mandatory to the customer.

3.4.1.6 STREET AND PARK LITTER BINS

A number of different sized (cigarette butt bins to 20L waste bins through to 240L wheelie bins) waste container options are provided throughout the South Burnett, largely due to the individual decisions made by the previous local government administration prior to amalgamation. There presently is no public place recycling services provided.

The street litter bins are generally provided where high volume pedestrian traffic is encountered on sections of major streets in the main towns and villages throughout the South Burnett. Park bins are provided to Park localities on an as needed basis according to visitation and utilisation of these sites. Service areas and sites are monitored and reviewed, with changes being implemented where deemed necessary.

Street and Litter bins were serviced by a combination of day labour and contracted services.

South Burnett Regional Council reviewed the service level and delivery mode of the servicing of street and park litter bins as part of the new waste collection contract. Based upon the price tendered for street and park litter bins it was more cost effective for Council to retain serving these. By retaining street and litter bin collections it provides capacity for Council to respond to and clean up orphan illegal dumping incidents, roadside litter, inappropriate deposition of waste at unsupervised waste facilities, dead animal collection (Kingaroy only) and other essential waste collection services when necessary.

3.4.2 Waste Facilities - Current

The South Burnett Regional Council presently has seventeen (17) waste facilities. See Appendix 4 for Shire Map with location details.

There are no privately operated transfer stations or landfills in the South Burnett currently and there are no known plans for the establishment of any privately operated sites.

As South Burnett Regional Council is the only landfill provider within the South Burnett it is therefore charged with the responsibility to provide long term waste disposal capacity. It is therefore important to know the useful life of all the landfills within the region so that the long term waste disposal for the shire can be managed.



To be able to determine a life expectancy estimate for a landfill it involves calculating the remaining volume (available airspace) for that landfill area along with the rate or volume of waste being disposed of at that particular site.

It is important to note that this estimate is not a one off figure. A landfill life expectancy value requires continual future review and verification as these calculations will be impacted by any changes to the waste volumes going to landfill which could be caused by changes to the waste facility network, recycling efforts, waste avoidance & minimisation or reuse initiatives. This information then helps to develop what is known in the industry as a Closure Plan. A Closure Plan includes not only the useful landfill life information, but the final design profiles and ongoing monitoring arrangements.

Council currently has eight operating landfills. A number of these receive low volumes of waste and are provided for residential localised use only. It is important to review if this number of landfills is necessary as this type of facility can have a significant environmental footprint as well as high operating costs.

3.4.2.1 GENERAL SOUTH BURNETT WASTE DATA

The South Burnett Regional Council currently has a total of seventeen (17) waste facilities and only eight (8) of these sites have a landfill integrated into the site.

It is estimated that approximately 19,244 tonnes of waste is disposed of to the eight (8) landfills located within the South Burnett Regional Council area, based on 2013 waste figures. This would equate to an estimated 590 kilograms of waste per person per year being disposed of to landfill within the South Burnett. This equates to approximately 11 kilograms per week or 1.6 kilograms per person per day of waste being generated for disposal.

Table 4: Estimated Landfill Disposal tonnages

Landfill Location	Brigooda	Cloyna	Durong	Hivesville	Kingaroy	Murgon	Nanango	Wondai	TOTAL
Estimates calculated on 2013 data	52	78	114	156	9,376	1,250	6,352	1,866	19,244
Licensed for tonnes/yr	50-2000	50-2000	50-2000	50-2000	5000-10000	2000-5000	5000-10000	50-2000	
Landfill lifespan expectancy	1	5	5	1	15	15	15	14	
Proposed Future Use in the next 10 years	Transfer Station	Transfer Station	Transfer Station	Transfer Station	Continuing Landfill	Continuing Landfill	Continuing Landfill	Continuing Landfill	

Table 5: Estimated tonnages being removed from the various transfer stations throughout the South Burnett

Transfer Station Location	Proston	Homecreek	Chahplingah	Kumbia	Memeramb	Maldenwell	Blackbutt	Wattlecamp	Bunya Mountains	TOTAL
Estimates calculated on 2013 data	117	234	22	585	234	108	208	175	40	1,723
Landfill Destination	Wondai	Wondai	Kingaroy	Kingaroy	Kingaroy	Nanango	Nanango	Nanango/ Kingaroy	Nanango/ Kingaroy	

Note: These tonnages for the transfer stations have already been accounted for in the applicable landfill disposal figures in Table 4 above.



The Kingaroy Waste Facility had a weighbridge installed in the 2011/2012 financial year utilising state government funds from the short lived Waste Levy. This is the only site within the South Burnett jurisdiction to have a weighbridge.

The Kingaroy site is fully supervised, which enables better control of, security and capture of waste data. Of the total seventeen (17) waste facilities only four (4) of these waste facilities are supervised. A further two (2) are fully automated with keypad activated gates and surveillance cameras monitoring the entire site.

Waste data collected at the Kingaroy and Nanango sites is electronically captured and then transmitted for central storage at the Kingaroy Regional Office. Other sites capture waste disposal data based upon volumetric estimates. The active landfill areas at the four (4) major landfill sites are surveyed on a regular basis.

Table 6: Estimate of Waste Source categorisation for 2013/2014

Type		Tonnes	% of Total Waste	
Waste to Landfill	Waste collected from the kerbside 240L wheelie bins	9,000	29.91%	
	Waste delivered directly to a disposal facility by domestic residents (Self Haul)	1,533	5.09%	
	Public Place	101	0.34%	
	Construction and Demolition	6,438	21.39%	
	Commercial and Industrial	2,231	7.41%	
	TOTAL WASTE TO LANDFILL	19,244	64.14%	
Reuse and Recycling	Clean fill	3,750	12.46%	
	Green Waste	7,000	23.26%	
	Concrete	40	0.14%	
	TOTAL REUSED or RECYLED	10,790	35.86%	
	TOTAL WASTE & RESOURCE RECOVERY AMOUNTS	30,034	100%	

Construction and Demolition

Segregated Construction and Demolition (C&D) waste including concrete, bricks and tiles is stockpiled at the Kingaroy Waste Facility. In the 2013/2014 financial year this stockpile of 6373m³ was crushed into reusable aggregate. This recycled aggregate is being sold commercially as well as being utilised internally by Council for drainage and road works (where applicable). The product must be stockpiled until a large amount is available in order to make it economically viable to bring in the mobile crushing units. This amount of construction waste/resource took some 10 years to accumulate. At other sites it is not feasible to stockpile this particular waste resource due to the small amounts received or lack of space available to stockpile. At sites where C&D is not stockpiled this waste is utilised, where possible, for the formation of the next new waste cell.



Green Waste

South Burnett Regional Council attempts to divert green waste from landfill. Green waste at the Kingaroy and Nanango waste facilities is stockpiled and turned into mulch, which is then provided free of charge to residents.

The economics of transforming green waste into mulch as a reusable resource is not viable at all waste facilities due to the volume of green waste received and in some case the remote locality.

A large mulching unit is required to be deployed in order to mulch the green waste material. The cost to mobilise this private plant is rather expensive and that is why Council first has to stockpile large quantities of the green waste before arranging to have it mulched. It is also a licence condition issued and administered by the State Government for some of our largest waste facilities that Council is not permitted to burn green waste.

The quality of the green waste mulch is rather low due to contamination of the green waste by residents. That is, residents do not generally bring in green waste free of any other contaminants. Residents put plastic, metal, polystyrene, cloth material, etc. in with their "green waste" loads hiding it beneath the bulk of the green waste. It is too costly to remove all of the contaminants. Council continues to encourage all contributors to the green waste stockpiles to ensure that they only bring in "clean" green waste. A summary of green waste volumes diverted from landfill is shown below.

Table 7: Estimated Green Waste volumes (m³) diverted from Landfill

Landfill Location	Blackbutt	Cloyna	Hivesville	Kingaroy	Murgon	Nanango	Wondai	TOTAL
Estimates volume (m ³)	9,000	3,000	5,000	68,000	12,000	18,000	9,000	124,000

Scrap Metal

Council provides for the recovery of scrap metal as a resource at sites where it is viable to collect this material from. A summary of estimated tonnages of this resource is provided below:

Table 8: Scrap metal recovery tonnage

Waste Facility Location	Brigooda	Cloyna	Durong	Hivesville	Kingaroy	Murgon	Proston	Wondai	TOTAL
Total net tonnage per year	6	45	24	71	681	182	29	100	1,138

The South Burnett Regional Council enters into Agreements with scrap metal companies from time to time for the removal of this resource from its various waste facilities. Council's call for quotes process from competitors within the scrap metal industry, prior to entering any Agreement, ensures that it maximises its return.

Batteries

Table 9: Tonnes of batteries recycled

Waste Facility Location	Kingaroy	Murgon	Wondai	TOTAL
Total tonnes recycled in 2013	5	0.25	0.073	5.323

The low tonnages experienced at the Wondai and Murgon waste facilities may be due to these sites being unsupervised and theft of this resource could be occurring. The batteries at the Nanango, Wattlecamp and Blackbutt waste facilities are still recycled, but are done so by the onsite contractors.



Waste Oil

Table 10: Estimated waste oil recovered

Waste Facility Location	Cloyna	Kingaroy	Murgon	Proston	Wonda	Blackbutt	Kumbia	Nanango	Memerambi	TOTAL
Total Litres recovered per year	800	10,400	800	750	2,000	3,200	3,400	3,100	700	25,150

The waste oil is collected and removed by a licensed regulated waste transport company. Approximately 25 tonnes or 25,000 L of waste oil is recycled or reused per year.

Agricultural Chemical Drums

The South Burnett Regional Council actively participates in the drumMUSTER program. drumMUSTER is a national product stewardship program that is supported by agvet chemical manufacturers, industry stakeholders (which includes member and farming associations), state and local governments. This worthwhile initiative continues to divert many plastic and steel agricultural chemical drums from landfill.

Council with the assistance of the drumMuster recycled 3,225 agricultural drums during the 2013/2014 financial year. This is drastically down on previous years and may be linked to the less than favourable weather and farming conditions experience during 2013/2014.

Council continues to encourage users of agricultural chemicals to avail themselves of this worthwhile and successful program. It is worthwhile to note that the disposal of the agricultural drums is at no further expense to the purchasers of these containers.

Table 11: Number of Agricultural Chemical Drums recovered and recycled

Financial Year	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Total number per year	6,351	2,963	5,106	9,187	10,417	5,682	14,209	8,843	3,325

Tyres

There is approximately 60 tonnes of tyres prevented from going to SBRC's Landfills per year. Tyres are deemed to be a "regulated waste" and their disposal must be tracked under the State Environment legislation. Tyres can only be freighted by a licensed regulate waste transporter to an approved disposal location.


Table 12: Types and number of tyres received at the various waste facilities within the South Burnett

Type of Tyre	Passenger	Light Truck	Truck	Other	With Rims	TOTAL
Total net tonnage per year	2,197	1,775	380	479	227	5,058




3.4.2.2 WASTE FACILITY SITE SPECIFIC DETAILS

The specifics of each waste facility site are as follows:

Waste Facility - Luck Road KINGARROY 			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Major Landfill & Transfer Station 27 m3 Skip Bin Transfer Station Weighbridge Landfill receives waste from domestic and commercial waste collection trucks direct Reuseable items recovered through the "Recycle Shop" partnership 	Supervised by contractor	<ul style="list-style-type: none"> Domestic and commercial Limited hazardous waste 	<ul style="list-style-type: none"> Green waste Scrap Metal and E-waste Construction & Demolition waste (concrete, tiles & bricks) Waste Motor Oil Batteries Tyres Paint Cardboard
Strengths/Benefits: <ul style="list-style-type: none"> Largest Waste Facility within the Shire Able to receive limited amounts of asbestos waste Weighbridge at site (provided under the then state government's waste levy funding arrangement) Fifteen (15) years of waste disposal capacity left Close to Kingarroy Good infrastructure Supervised and open seven (7) days a week from 8am to 5 pm Good sealed bitumen road access to site and all weather access on site (gravel)? Access to electricity and provision for water (rainwater tank) & sewerage (septic) 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> Only fifteen (15) years of waste disposal capacity left. Need to start planning for further waste disposal options Access to site gets cut off when the Stuart River is flooded. Green waste coming in, particularly from domestic loads, is contaminated Continuation of cardboard recycling from contractor Not able to provide a lot of recycling options Size of site is limited. Not able to stockpile large quantities due to space restrictions Increased compliance required by the state government's environment department 			
Opportunities: <ul style="list-style-type: none"> Introducing additional recycling prospects. (These however may not be self funding) Improve the quality of the green waste mulch and perhaps further value add (e.g. compost) and sell final end product. 			



Waste Facility - Kearneys road KUMBIA 			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Transfer Station only 27 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> 6am to 6pm by automatic gate access with surveillance cameras operating 	<ul style="list-style-type: none"> Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> drumMUSTER Green waste Scrap metal Waste Motor Oil Batteries
Strengths/Benefits: <ul style="list-style-type: none"> Good infrastructure Camera surveillance with automated gate access. Open seven (7) days a week from 6am to 6pm. Servicing large catchment area Local community generally looking after and using the facility well Provision for landfilling in a disaster/emergency Electricity connected Good sealed bitumen road access to site & all weather access around site (sealed bitumen/gravel) 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> Distance to Kingaroy Limited Recycling options Green waste coming in is contaminated 			
Opportunities: <ul style="list-style-type: none"> Introducing additional recycling prospects. (These however may not be self funding) Improving green waste bringing brought in so that it is "clean". 			




Waste Facility - Staines Road CHAPINGAH			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Small Transfer Station for local use only • 10 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> • Local domestic resident access only 	<ul style="list-style-type: none"> • Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> • Nil
Strengths/Benefits: <ul style="list-style-type: none"> • Provides a waste service to the western areas of the Shire • Locals able to access at any time • All weather gravel road access to site 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Due to distance, cost & small volumes of recyclables not able to provide any recycling options. • Distance to Kingaroy • Unsupervised while open. Potential safety implications. • Not all weather access around transfer station site. • Windblown litter due to open skips bins. • No access to utilities – no electricity, sewerage or water connection close by • Access to site is restricted in a flood. 			
Opportunities: <ul style="list-style-type: none"> • Eliminate this site due to size, number of customers it services and catchment location or improve the current transfer station infrastructure 			




Waste Facility - Recreation Drive MEMERAMBI			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Transfer Station only • 27 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> • Local resident access only via key system 	<ul style="list-style-type: none"> • Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> • Aluminium Cans • Batteries • Glass • Waste Motor Oil • Scrap Metal
Strengths/Benefits: <ul style="list-style-type: none"> • Good infrastructure • Previously a clean and tidy waste facility • Close to Kingaroy 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Vandalism • Misuse of facility. (i.e., non-approved waste being received, commercial waste entering – perhaps residents giving their key or access to others in breach of the Key Agreement) • Green waste coming in (this site was not taking green waste when supervised) • Not able to provide a lot of recycling options • Land leased from Department of Natural Resources • Electricity connected • Good sealed bitumen road access to site and all weather access on site (sealed bitumen). • Access to site is restricted in a flood. 			
Opportunities: <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) • Eliminate this site due to the close proximity to Kingaroy and because a kerbside waste collection service is already provided to the Memerambi township. • Stop green waste from being received at this site. 			




Waste Facility - Charlestown Road WONDAI			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Major Landfill and Transfer Station 10 m3 Skip Bin Transfer Station Landfill receives waste from domestic and commercial waste collection trucks direct 	6.30am to 5.30pm unsupervised. Commercial (by arrangement) and Domestic Waste received	<ul style="list-style-type: none"> Domestic and commercial Limited hazardous waste 	<ul style="list-style-type: none"> Green waste Scrap Metal and E-waste Waste Motor Oil Batteries Clean fill Waste Cooking Oil
Strengths/Benefits: <ul style="list-style-type: none"> One of the four (4) major landfills within the Shire Fourteen (14) years of waste disposal capacity left Close to the Wondai township Open seven (7) days a week. Open between 6.30am and 5.30pm Good sealed bitumen road access to site & all weather access around site (gravel) Capacity to deal with waste in a disaster/emergency/flood. 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> Only fourteen (14) years of waste disposal capacity left. Need to start planning for further waste disposal options Unsupervised while open. Theft of scrap metal and other recyclable/reusable items occurring. Potential safety implications. Loss of commercial landfill fees. Green waste coming in is contaminated Limited recycling options provided Close to the next major landfill being Murgon. Increased compliance required by the state government's environment department Windblown litter due to open skips bins. No immediate access to utilities – no electricity, sewerage or water connections close by 			
Opportunities: <ul style="list-style-type: none"> Introducing additional recycling prospects. (These however may not be self funding) Improve green waste bringing brought in so that it is "clean". Establish one transfer station/waste facility for the Wondai and Murgon area for the public to access. This could be a new site or one of the two (2) existing facilities modified. 			




Waste Facility - Oberles Road HIVESVILLE			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Small Rural Trench Landfill 	<ul style="list-style-type: none"> • Local domestic resident access only 	<ul style="list-style-type: none"> • Domestic waste only permitted to be received to this site 	<ul style="list-style-type: none"> • Green waste • Scrap Metal and E-waste • Clean fill
Strengths/Benefits: <ul style="list-style-type: none"> • Close to the Hivesville township • Locals able to access at any time • Good sealed bitumen road access to site & all weather access around site (gravel) • Capacity to deal with waste in a disaster/emergency/flood. 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Less than one (1) year of waste disposal capacity left. • Unsupervised. Theft of scrap metal and other recyclable/reusable items occurring. Potential safety implications. • Inappropriate disposal from time to time requiring clean up • Green waste coming in is contaminated • Limited recycling options provided • Very close to the Proston waste facility • Increased compliance required by the state government’s environment department • No access to utilities – no electricity, sewerage or water connection close by • Windblown litter 			
Opportunities: <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) • Improve green waste bringing brought in so that it is “clean”. • Eliminate this site once it is full due to the close proximity to Proston or establish a Transfer Station. 			




Waste Facility - Beresford Street PROSTON			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Transfer Station only • 27 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> • 6am to 6pm by automatic gate access with surveillance cameras operating 	<ul style="list-style-type: none"> • Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> • Green waste • Scrap metal • Waste Motor Oil • Batteries • Clean Fill
Strengths/Benefits: <ul style="list-style-type: none"> • Good infrastructure • Camera surveillance with automated gate access. Open seven (7) days a week from 6am to 6pm. • Close to the Proston township • Local community generally looking after and using the facility well • All weather access around site (gravel) • Electricity connected to site at the automatic gates • Capacity to deal with waste in a disaster/emergency/flood. 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Distance to Wondai • Limited Recycling options • Green waste coming in is contaminated. • Increased compliance required by the state government’s environment department • Gravel road access up to landfill site from Proston township 			
Opportunities: <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) • Improving green waste bringing brought in so that it is “clean”. • Very close to the Hivesville waste facility 			




Waste Facility - Proston Road BRIGOODA			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Small Rural Trench Landfill 	<ul style="list-style-type: none"> Local domestic resident access only 	<ul style="list-style-type: none"> Domestic waste only permitted to be received to this site 	<ul style="list-style-type: none"> Clean fill
Strengths/Benefits: <ul style="list-style-type: none"> Services a large catchment area as well as it servicing the western area of the Shire Locals able to access at any time Good bitumen road access to site. Capacity to deal with waste in a disaster/emergency/flood. 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> Less than one (1) year of waste disposal capacity left Unsupervised. Potential safety implications. Distance to Wondai Due to distance, cost & small volumes of recyclables not able to provide any recycling options. Increased compliance required by the state government's environment department Not all weather access around site (gravel) No access to utilities - no electricity, sewerage or water connection close by Windblown litter 			
Opportunities: <ul style="list-style-type: none"> Introducing additional recycling prospects. (These however may not be self funding) Eliminate this site as it will have reached its disposal capability or establish a Transfer Station. 			




Waste Facility - Chinchilla Highway DURONG			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Small Rural Trench Landfill 	<ul style="list-style-type: none"> • Local domestic resident access only 	<ul style="list-style-type: none"> • Domestic waste only permitted to be received to this site 	<ul style="list-style-type: none"> • Clean fill • Scrap Metal
Strengths/Benefits: <ul style="list-style-type: none"> • Services a large catchment area as well as it servicing the western area of the Shire • Locals able to access at any time • Good bitumen road access to site 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Less than five (5) years of waste disposal capacity left • Unsupervised. Potential safety implications. • Distance to Wondai & Chahpingah • Due to distance, cost & small volumes of recyclables not able to provide any recycling options. • Increased compliance required by the state government's environment department • Not all weather access around site (gravel)? • No access to utilities - no electricity, sewerage or water connection close by • Capacity to deal with waste in a disaster/emergency/flood. • Windblown litter 			
Opportunities: <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) • Eliminate this site as it is close to Chahpingah or establish a Transfer Station 			




Waste Facility - Chinchilla Highway HOME CREEK			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Transfer Station only • 27 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> • Local resident access only via key system 	<ul style="list-style-type: none"> • Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> • Nil
Strengths/Benefits: <ul style="list-style-type: none"> • Services a large catchment area. • Good road (sealed bitumen) access to site and all weather access on site (sealed bitumen) for public area. 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Due to distance, cost & small volumes of recyclables not able to provide any recycling options. • Unsupervised. Potential safety implications. • Vandalism of locks • No access to utilities - no electricity, sewerage or water connection close by • Capacity to deal with waste in a disaster/emergency/flood • Windblown litter • Access to the loading and unloading area is not all weather. 			
Opportunities: <ul style="list-style-type: none"> • Eliminate this site due to its proximity to the Wondai waste facility • If retain site, introduce additional recycling prospects. (These however may not be self funding) 			




Waste Facility - Borchert Hill Road MURGON			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Major Landfill and Transfer Station 10 m3 Skip Bin Transfer Station Landfill receives waste from domestic and commercial waste collection trucks direct 	6.30am to 5.30pm unsupervised. Commercial (by arrangement) and Domestic Waste received	<ul style="list-style-type: none"> Domestic and commercial Limited hazardous waste 	<ul style="list-style-type: none"> Green waste Aluminium Cans Scrap Metal and E-waste Waste Motor Oil Batteries Clean fill
Strengths/Benefits: <ul style="list-style-type: none"> One of the four (4) major landfills within the Shire Fifteen (15) years of waste disposal capacity left Close to the Murgon township Open seven (7) days a week. Open between 6.30am and 5.30pm Good road (sealed bitumen) access to site & all weather access around site (gravel)? 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> Only fifteen (15) years of waste disposal capacity left. Need to start planning for further waste disposal options Unsupervised while open. Theft of scrap metal and other recyclable/reusable items occurring. Potential safety implications. Loss of commercial landfill fees. Green waste coming in is contaminated Limited recycling options provided Close to the next major landfill being Wondai. Increased compliance required by the state government’s environment department Windblown litter due to open skips bins. No immediate access to utilities – no electricity, sewerage or water connections close by 			
Opportunities: <ul style="list-style-type: none"> Introducing additional recycling prospects. (These however may not be self funding) Green waste bringing brought in “clean”. Establish one transfer station/waste facility for the Wondai and Murgon area for the public to access. This could be a new site or one of the two (2) existing facilities modified. 			




Waste Facility - Cloyna West Road CLOYNA			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Small Rural Trench Landfill 	<ul style="list-style-type: none"> • Local domestic resident access only 	<ul style="list-style-type: none"> • Domestic waste only permitted to be received to this site 	<ul style="list-style-type: none"> • Clean fill • Scrap Metal • Waste Motor Oil
<p>Strengths/Benefits:</p> <ul style="list-style-type: none"> • Locals able to access at any time • Good road (sealed bitumen) access to site & all weather access around site (gravel)? • Capacity to deal with waste in a disaster/emergency/flood 			
<p>Weaknesses/Risks/Threats:</p> <ul style="list-style-type: none"> • Less than five (5) years of waste disposal capacity left • Unsupervised. Theft of scrap metal and other recyclable/reusable items occurring. Potential safety implications. • Distance to Murgon • Due to distance, cost & small volumes of recyclables not able to provide any recycling options. • Increased compliance required by the state government's environment department • Anecdotal evidence to suggest that facility being utilised by persons outside of the South Burnett. • Close to neighbouring property residence. • Vandalism and unscrupulous person(s) setting fire to the landfill • Windblown litter. • No immediate access to utilities – no electricity, sewerage or water connections close by 			
<p>Opportunities:</p> <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) • Eliminate this site or establish a Transfer Station 			




Waste Facility - Finlay Road NANANGO			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Major Landfill with simple front end transfer station Landfill receives waste from domestic and commercial waste collection trucks direct 	<p>8.00am to 5.00pm supervised by Contract.</p> <p>Commercial and Domestic Waste received</p>	<ul style="list-style-type: none"> Domestic and commercial Limited hazardous waste 	<ul style="list-style-type: none"> Green waste Aluminium Cans Scrap Metal and E-waste Waste Motor Oil Batteries Clean fill drumMUSTER
<p>Strengths/Benefits:</p> <ul style="list-style-type: none"> Second largest of the four (4) major landfills within the Shire Able to receive limited amounts of asbestos waste Fifteen (15) years of waste disposal capacity left Close to Nanango Supervised and open seven (7) days a week from 8am to 5 pm Good road (sealed bitumen) access to site & all weather access around site (gravel)? Electricity connected to gatehouse and provision for water (rainwater tank) and sewerage (portable toilet) 			
<p>Weaknesses/Risks/Threats:</p> <ul style="list-style-type: none"> Only fifteen (15) years of waste disposal capacity left. Need to start planning for further waste disposal options Not able to provide a lot of recycling options Size of site is limited. Not able to stockpile large quantities due to space restrictions Increased compliance required by the state government’s environment department No immediate access to utilities – no electricity, sewerage or water connections close by Windblown litter Access to the landfill via road network is cut off when flooding. 			
<p>Opportunities:</p> <ul style="list-style-type: none"> Introducing additional recycling prospects. (These however may not be self funding) Improve the quality of the green waste mulch and perhaps further value add (e.g. compost) and sell final end product. Establish Transfer Station 			



Waste Facility - Kingaroy Cooyar Road MAIDENWELL			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> Small Bulk Bin Transfer Station for local use only 	<ul style="list-style-type: none"> Local domestic resident access only 	<ul style="list-style-type: none"> Domestic waste only permitted to be received to this site 	<ul style="list-style-type: none"> Nil
Strengths/Benefits: <ul style="list-style-type: none"> Close to Maidenwell Locals able to access at any time Good road (sealed bitumen) access to site & all weather access around site (gravel)? 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> Unsupervised. Potential safety implications. Noise from transfer station impacts upon neighbouring houses. Due to distance, cost & small volumes of recyclables not able to provide any recycling options. Size of site is limited – space restrictions No immediate access to utilities – no electricity, sewerage or water connections close by No capacity to deal with waste in a disaster/emergency/flood 			
Opportunities: <ul style="list-style-type: none"> Eliminate this site due to its size and also because a kerbside waste collection service is already provided to the Maidenwell township; or Relocate the existing facility and/or establish a new/upgraded Transfer Station Introducing additional recycling prospects. (These however may not be self funding) 			




Waste Facility - D'Aguilar Highway BLACKBUTT			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Transfer Station only • 27 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> • On site Supervisor Contractor 8am-5pm Thursday to Monday. 	<ul style="list-style-type: none"> • Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> • Aluminium cans • Batteries • Clean fill • Scrap metal & e-waste • Glass • Waste Motor Oil • Green waste
Strengths/Benefits: <ul style="list-style-type: none"> • Close to Blackbutt • Supervised and open Thursday to Monday from 8am to 5 pm • Good infrastructure. • Electricity connected to main shed and provision for sewerage (portable toilet) & water (rainwater tank) • Good road (sealed bitumen) access to site & all weather access around site (gravel) • Capacity to deal with waste in a disaster/emergency/flood 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Not able to provide a lot of recycling options • Size of site is limited. Not able to stockpile large quantities due to space restrictions • Distance to Nanango. 			
Opportunities: <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) 			



Waste Facility - BUNYA MOUNTAINS			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Very small Bulk Bin Transfer Station for local use only 	<ul style="list-style-type: none"> • Local domestic resident access only 	<ul style="list-style-type: none"> • Domestic waste only permitted to be received to this site 	<ul style="list-style-type: none"> • Nil
Strengths/Benefits: <ul style="list-style-type: none"> • Close to the Bunya Mountains community • Locals able to access at any time • Good road (sealed bitumen) access to site & all weather access around site 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Unsupervised. Potential safety implications. • Due to distance, cost & small volumes of recyclables not able to provide any recycling options • No capacity to deal with waste in a disaster/emergency/flood • No kerbside waste collection service provided in this National park and community area • Electricity close by, but not connected, but no sewerage or water connection to the area. 			
Opportunities: <ul style="list-style-type: none"> • Introducing additional recycling prospects. (These however may not be self funding) 			



Waste Facility - Wattlecamp Road WATTLECAMP			
Site Specifics	Site Management	Approved site use	Recycling facilities provided
<ul style="list-style-type: none"> • Transfer Station only • 27 m3 Skip Bin Transfer Station 	<ul style="list-style-type: none"> • On site Supervisor Contractor 8am-5pm Wednesday, Saturday & Sunday 	<ul style="list-style-type: none"> • Domestic waste only received to the skip bins 	<ul style="list-style-type: none"> • Scrap Metal • Batteries • Waste Motor Oil
Strengths/Benefits: <ul style="list-style-type: none"> • Close to the Wattlecamp community • Good road (sealed bitumen) access to site & all weather access around site (gravel) • Some capacity to deal with waste in a disaster/emergency/flood? 			
Weaknesses/Risks/Threats: <ul style="list-style-type: none"> • Not able to provide a lot of recycling options • Size of site is space restricted. • Distance to Kingaroy/Nanango • No immediate access to utilities – no electricity, sewerage or water connections close by 			
Opportunities: <ul style="list-style-type: none"> • Eliminate the site as a kerbside waste collection service is provided to the Wattlecamp community or upgrade the existing Transfer Station; or • Introduce additional recycling prospects. (These however may not be self funding) 			



3.4.2.3 WASTE FACILITY OPENING HOURS

The opening hours of the existing waste facilities are as outlined in the table below:

Table 13: Summary Table of the Existing Waste Facility Opening Days/Hours

Location	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total Hours
Kingaroy	8.00am to 5.00pm supervised. Commercial and Domestic Waste received							63
Kumbia	6.00am to 6pm by automatic gate access with surveillance cameras operating							84
Memerambi	Local resident access only via key system							unlimited
Chapingha	Local resident access only							unlimited
Wondai	6.30am to 5.30pm unsupervised. Commercial (by arrangement) and Domestic Waste received							84
Hivesville	Local resident access only							unlimited
Proston	6.00am to 6pm by automatic gate access with surveillance cameras operating							84
Brigooda	Local resident access only							unlimited
Durong	Local resident access only							unlimited
Home Creek	Local resident access only via key system							unlimited
Murgon	6.30am to 5.30pm unsupervised. Commercial (by arrangement) and Domestic Waste received							84
Cloyna	Local resident access only							unlimited
Nanango	8.00am to 5.00pm supervised. Commercial and Domestic Waste received							63
Maidenwell	Local resident access only							unlimited
Blackbutt	8.00am to 5.00pm	Closed	Closed	8.00am to 5.00pm	8.00am to 5.00pm	8.00am to 5.00pm	8.00am to 5.00pm	45 supervised
Bunya Mountains	Local resident access only							unlimited
Wattlecamp	Closed	Closed	8.00am to 5.00pm	Closed	Closed	8.00am to 5.00pm	8.00am to 5.00pm	27 supervised



3.4.2.4 WASTE FACILITY DISPOSAL AND RECYCLING OPTIONS

The table below summarises the various recycling opportunities that presently exist at the current waste facilities:

Table 14: Summary Table of the various Recycling Options Available at the Waste Facilities

		SOUTH BURNETT REGIONAL COUNCIL - WASTE DISPOSAL & RECYCLING OPTIONS																
		Blair Knott	Channahang	Briggooia	Cloyva	Durong	Hivesville	Home Creek	Kinggrove	Kumbia	Maide nweil	Meme rambi	Murgon	Proston	Nanango	Wattlecamp	Wondal	Bunya Mountains
Opening Hours		Open 8:00am - 5:00pm Thur - Mon Domestic & Commercial waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only	Local residents only Domestic waste only
Recyclable - Free Disposal	Aluminium Cans	✓																
	Batteries (car/truck)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Cardboard & paper	✓																
	Clean fill	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Cooking oil								✓									
	E waste (computers, games, TVs etc)	✓							✓									
	Glass	✓									✓							
	Motor oil	✓			✓													
	Scrap metal	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Asbestos								✓									
Waste - Fee for Disposal	Commercial & Industrial waste	✓						✓					✓				✓	
	Construction & demolition waste							✓					✓				✓	
	Commercial Green waste (clean vegetation)	✓							✓					✓				✓
	Household hazardous waste								✓					✓				✓
	Paint								✓					✓				✓
	Plastics – milk & softdrink bottles, soft plastics		Recycling arrangements pending - This waste is presently treated as general waste.															
No Fee	Tyres							✓										
	Domestic General waste	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Domestic Green Waste (clean vegetation)	✓			✓			✓	✓				✓	✓	✓		✓	



3.4.3 Grease Trap and Liquid Waste Services

Grease Trap, Septic Tank and Oily Water Waste is presently disposed of at specific liquid waste disposal sites within the old designated Kingaroy, Nanango and Wondai Shire Council areas.

These particular waste streams are collected by private state licensed contractors in approved tankers. The South Burnett Regional Council has no involvement in the collection of this waste. Council merely provides a disposal service.

The present disposal solutions for liquid are not necessarily considered sustainable in the long term. The method of treatment and disposal that is in place presently was only designed to deal with small volumes and initially its focus was on septic tank waste. Environment and plumbing legislation in subsequent years required grease traps and oil separators to be fitted to certain commercial business premises so that greasy and oily water would not be discharged to the local government sewerage system. These other two liquid wastes, namely grease trap and oil water, subsequently needed to be disposed of and had to be accommodated within the existing or slightly modified liquid waste disposal systems. A multitude of rural residential subdivisions in the "recent" past throughout the South Burnett has also seen the volumes of septic tank waste increase.

Table 15: Estimated liquid waste disposal volumes

Waste Facility Location	Oily Water	Grease Trap	Septic Tank	TOTAL
Total Mega Litres disposed of per year	112	777	929	1,818

3.5 LEGACY LANDFILLS

The South Burnett Regional Council has presently identified twenty two (22) old closed landfills, which had been operated by the previous local governments prior to amalgamation. See Appendix 2 for the locality map of the old closed landfill sites. These old landfills referred to as legacy landfills were closed many years before amalgamation, in fact most of them would have easily predated the *Environmental Protection Act 1994*.

There was little to no environmental licence conditions or state controls on these sites when they were closed or abandoned by the previous administrations. However, they are considered the responsibility of the South Burnett Regional Council. The Department of Environment and Heritage Protection (DEHP) is requiring that the South Burnett Regional Council ensure that these legacy sites are suitably covered over (i.e., capped) to make sure that they are not adversely impacting upon the surrounding environment.

The South Burnett Regional Council has submitted a draft timetable for the "restoration" of these old legacy waste disposal sites to DEHP See Appendix 3 for an outline of the proposed timeline for these legacy sites.



4 STRATEGY DEVELOPMENT

4.1 STRATEGY GOALS

The South Burnett Regional Council has reviewed its present Waste Management situation as well as the regulatory environment in which its waste services exists and has also proposed a preferred position for waste management into the future. This strategic waste management planning function is outlined in the following sections of this document.

Council has had to weigh up the pros and cons of the various possible strategic models moving forward along with the financial restrictions facing a small regional local government. Council believes that it has decided upon a measured and achievable compromise between waste management where cost is no limit and what is an affordable and practical level of service. The philosophy of continuous improvement has been an aspect of consideration during the waste planning process.

In order to move forward towards the new proposed waste management position a number of strategic goals have been developed based upon the abovementioned analysis, which has been strongly influenced by the level of service to be provided to the community.

4.2 LEVEL OF SERVICE

The South Burnett Regional Council has reviewed what its current level of service to the community is and how it can best continue to service the community's waste management needs and expectations. Defining a level of waste management service requires consideration of:

- **Waste Collection** [e.g. Will Council provide a kerbside collection service? If so, what waste collection service will it provide (waste only or recycling also or green waste as well)? What will be the type of waste collection container (bag, rigid box or 60L waste bin or 120L, 240L or 360L wheelie bin), frequency (how often will the service be provided?)]
- **Resource Recovery and/or Waste Treatment** [e.g., Is the collected waste resource going to undergo a resource recovery or treatment process prior to disposal (go through a Recycling Recovery Facility or a waste to energy plant)]
- **Types of waste facilities and what services will be required at those waste facilities** [e.g., Landfill, Transfer Station or Materials Recovery Facility. What degree, type of services or recycling opportunities will be supported at those sites?]
- **Customer travel time to waste facilities**
- **Waste facility site supervision**
- **Waste facility opening hours**

The higher order facets of waste management, namely waste avoidance, waste minimisation and reuse can impact upon a set level of service. Therefore, it is important to understand and decide what higher order waste hierarchy initiatives, if any, are going to be proactively introduced as part of any waste strategy and try to forecast how these will influence the established waste management practices and the types of waste to be managed.

4.3 WASTE REDUCTION & RESOURCE RECOVERY

4.3.1 Waste Hierarchy

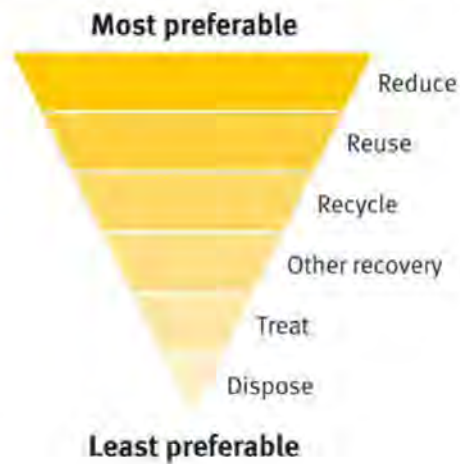
The concept of the “Waste Hierarchy” is internationally accepted. The Waste Hierarchy model outlines the preferred options for dealing with waste (see Figure 2 below).

Figure 2: Waste Hierarchy Model



The Queensland Government has taken this concept and expanded on it introducing the concept of the “Waste and Resource Management Hierarchy” in the state government’s *Waste Reduction and Recycling Act 2011* (see Figure 3 below).

Figure 3: Queensland’s Waste and Resource Management Hierarchy Model





The Waste and Resource Management Hierarchy espouses an additional step, namely treating the waste before disposal, which includes reducing the hazardous nature of waste. They have also separated Recycle and Recovery seeing them as separate steps in the process.

Each option within the hierarchy models is effectively ranked as to how favourable it is from an environmental perspective. The environmental expectation is that when considering waste management of any degree the first consideration must be to avoid the generation of this waste in the first place. If this not possible, the next choice is how can the generation of this waste be reduced or minimised. If this cannot be done, or there is still some residual waste, then the next decision is can the waste be reused. If after applying this concept there is still waste remaining can its value as a resource be recovered. That is, can it be recycled or utilised as an input to another process rather than disposed of as an output or can its inherent value be recognised some other way instead of just disposing of it (e.g. waste to energy). The treatment step as mentioned before may involve a process to make a waste substance less hazardous such as fixation so volatile leachable compounds within the waste are effectively bound up thus reducing the mobility of those previously hazardous substances. The final step in the Waste Hierarchy process is disposal.

The Waste Hierarchy has been a guiding principle throughout this strategic waste planning exercise.

The state government's *Waste Reduction and Recycling Act 2011* was mentioned earlier and one of the provisions under this Act is that all local governments must adopt a Waste Reduction and Recycling Plan. The production of this Waste Management Strategy document endeavours to also fulfil the requirements for a Waste Reduction and Recycling Plan. To this end, this publication should be construed to also be the South Burnett Regional Council's Waste Reduction and Recycling Plan.

4.3.2 Resource Recovery

The South Burnett Regional Council recently entered into a new kerbside waste collection contract, which commenced on 1 July 2014. Prior to this new waste collection contract the Council was operating under a mix of contract and day labour carried over from before amalgamation. The South Burnett Regional Council has been keen to have one system across the whole region.

The previous Nanango Shire Council Local Government area was the only local authority to have a kerbside recycling service via a split 240L wheelie bin system, which provided for both the disposal of general waste and the recovery of recyclable items such as aluminium and steel cans, plastic containers, paper and cardboard.

Research has shown that the contamination rate of split bins compared to a two bin system, where there is a separate bin for general waste and a separate bin for recyclables, is higher. Nanango's split bin recycling data is shown below.

Table 16: Nanango Split Bin Recycling Data by financial year (Tonnes)

Year	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Total Recyclables (tonnes)	334	309	258	286	294	363
% Contamination	8%	11%	12%	11%	15%	6%



Leading into the preparation for this present waste collection contract Council was keen to see kerbside recycling introduced across the South Burnett. The major drivers for a kerbside recycling collection was in order for Council to be able to:

- meet the State Government's waste reduction and recycling targets, whether under the old "Reduction and Recycling Strategy 2010–2020" or the new Queensland Waste Avoidance and Resource Productivity Strategy (2014–2024); and
- implement sustainable waste management practices; and
- satisfy a key Community Plan outcome, namely to implement recycling initiatives throughout the region; and
- provide uniformity across the South Burnett Regional Council

If the South Burnett Regional Council was to have any hope in being able to meet the State Government's now voluntary waste reduction and recycling targets then kerbside recycling would need to be implemented.

A waste audit conducted in the South Burnett region in 2012 identified that almost half (48%) of the waste in a domestic wheelie bin placed out for collection contained recyclable items, including plastic bottles, aluminium cans, cardboard and paper. All of these products are able to be recycled.

Council had been informed, during consultation when developing the Community Plan, that recycling was a high priority for the Region. However, if Council was going to incorporate kerbside recycling as part of its new waste collection contract, this was going to be a major change for the South Burnett community. Therefore, Council believed that it was necessary to engage with the community in order to gauge their position on the matter. To this end, the South Burnett Regional Council undertook a survey of all residents who currently were provided with a kerbside waste collection service.

The kerbside collection survey included questions about a two bin recycling service (one for general waste and the other for recycling) and a three bin system incorporating an additional green waste collection.

About 40% of the 13,486 surveys were returned. This is an extremely high return rate considering that normally a good return rate would be around 10%. There was obviously a lot of interest from the community in this particular matter.

Of those who responded about 31% were interested in Council implementing a two (2) bin system (general refuse and recycling) while only 7% were interested in Council introducing a green waste service [three (3) bin system].

Although some residents responded with a 'no' to a kerbside recycling service [two (2) bin system], over two-thirds (68%) indicated that they would like a recycle bin, but were concerned about the cost of the service.

Based on this feedback Council cautiously went to tender requesting prices for a one (1) [general refuse only service] and a two (2) bin system [general refuse and recycling].

Council after great deliberation and consideration of the financial impost upon ratepayers as well as the present and future additional costs associated with a reduction in state and federal funding it was reluctantly decided not to proceed with kerbside recycling, at this time. Council has not decided indefinitely to not have a kerbside recycling service, but rather for now at least in the short term it will not be establishing a kerbside recycling collection.



Council has however committed itself to continue to explore the possibilities and options of expanding and/or introducing recycling opportunities at the various waste facilities across the South Burnett, in particular at least at the four major waste facilities of Kingaroy, Murgon, Nanango and Wondai. To this end, the South Burnett Regional Council continues to be in discussions with the Cherbourg Aboriginal Shire Council (CASC), who recently commissioned their own Material Recovery Facility (MRF).

The South Burnett Regional Council and CASC have entered into a Memorandum of Understanding (MoU), which seeks to outline the manner of responsibilities which the two parties would be accountable for in such a recycling partnership. Applications have been made under some funding opportunities, which if successful, would be able to assist the South Burnett Regional Council and CASC in moving closer to realising additional recycling options initially at South Burnett Regional Council's four major waste facilities.

It is also important to note that Council has already implemented a number of resource recovery initiatives at some of its waste facilities in order to minimise the amount of waste going to landfill. For example, construction and demolition waste is presently stockpiled at the Kingaroy waste facility, where it is eventually converted into recycled aggregate and able to be reused. Green waste is segregated at many landfills and diverted from being buried. The next extension to this activity is to try and improve the contamination rate experienced in the green waste stockpiles so that value adding activities such as composting can be undertaken and the final product sold. Batteries, waste motor oil, waste cooking oil, scrap metal and agricultural drums are other examples of existing resource recovery practices.

4.3.3 Waste Avoidance, Reduction & Reuse

As Council will presently not be implementing a kerbside recycling service in the short term the other aspect that it is now focusing is on is the higher level order principles of the Waste and Resource Management Hierarchy, namely Waste Avoidance, Waste Reduction and Reuse.

To this end, Council's waste management education program will be concentrating on resource conservation, waste minimisation and reuse strategies. Education campaigns will be targeted at the general community as well as to the business sector and the schools.

The South Burnett Regional Council will also be seeking to increase the community's participation in the "Recycle Shop" initiative. The existing model in Kingaroy seems to be working well and beneficial to all partner stakeholders. Therefore, Council will also be investigating the feasibility and community interest to establish additional recycle shop precincts throughout the South Burnett. The feedstock for such recycle shops will come from the local landfill(s) in the area where the new enterprises may be located.



4.4 WASTE FACILITY NETWORK PLANNING

Waste facilities represent a key part of the waste management system. The type, number and location of facilities will impact on the overall waste management cost and levels of service and therefore it is important to get the mix right.

Upon amalgamation the South Burnett Regional Council inherited a seventeen (17) existing waste facilities. An evaluation of the existing suite of waste facilities was necessary to determine if this inherited mix of waste facilities was right for the South Burnett (instead of what might have been acceptable to the other four local government areas prior to amalgamation) or whether a realignment was needed.

When planning for an efficient and cost effective waste facility network there are a number aspects to consider:

4.4.1 Travel Time to Waste and/or Recycling Facility

The generally accepted travel time service levels within the local government waste industry to a waste and/or recycling facility is:

- 80 per cent of the population within a 20 minute travel time to a facility; or
- 95 per cent of the population within a 30 minute travel time to a facility.

This level of service “standard” provides a guide to helping determine the appropriate number and location of waste facilities for a local government jurisdiction. This National guideline is also helpful in moderating community expectations. For example, everyone doesn’t want to travel very far to go to a waste facility, but is that a reasonable expectation? If money wasn’t a consideration perhaps this would not be such an issue. However, in local government resource constraints are a reality and so Council simply cannot provide a waste facility 5-10 minutes from every customer. It is just not practical or financially possible. This benchmark measure of travel time provides some rationale and robustness in the waste facility network planning process and well as providing a defence when waste facilities are identified as needing to close.

Each inherited waste facility has been mapped and the corresponding travel time calculated. This travel time is represented by a concentric circle around the waste facility locality. Each concentric circle signifies a 20 kilometre radii, which corresponds to an approximate 30 minute maximum travel time. The intention is to minimise the overlap of the concentric circles, while still endeavouring to provide enough locations that meet the expected service levels.

The South Burnett Regional Council’s present waste facility coverage provides some 99.5% of the South Burnett properties with access to a waste facility with a travel time of not more than 30 minutes (See Appendix 6). This is a good outcome, however when looking at the coverage graphically there is some suggestion, because of the large amount of overlap, that perhaps the current mix of waste facilities is over servicing the South Burnett community.

The location of waste facilities must take account of population centres and geographical sub-regions. Designing the optimum transfer station network also requires alignment with landfill disposal sites, which may also need to be accessed by customers. This is therefore an ideal opportunity during the development of the waste management strategy to consider and design a future waste facility network suited specifically for the South Burnett.

The other side of the travel considerations to a waste facility is the travel distance required to transport/transfer the waste to its final processing or disposal destination. This aspect of the waste planning process is important to consider when determining is a certain site or locality the right place for a waste facility as well as deciding exactly what type of waste facility to be established.



4.4.2 Site Supervision

Waste management facilities by nature can expose people to health and safety risks. Inappropriate placement of waste at sites can render recycling materials unrecyclable, create additional safety risks as well as resulting in extra expense to clean up and dispose of the waste correctly.

Supervision of a site provides a greater degree of control and helps to reduce on site risks as well as ensuring that proper disposal practices occur. Ideally at least one person should be present while a waste facility is open.

Site supervision can also be achieved via automation and surveillance cameras, however this form of supervision is more of a passive control mechanism. It does not provide any direct control at the time, but its application provides for a retrospective response. It's a cheaper form of supervision in the medium to long term and enables a way of tracking and recording people's behaviours whilst on site. If they have done something inappropriate then Council can search back through the visual recordings and should be able to identify the perpetrator and follow them up for damages/costs.

Supervision does come at a cost, but this cost is offset by the beneficial outcomes and regulatory compliance achieved.

The South Burnett Regional Council presently has some four (4) of its waste facilities supervised by on site Contractors. There is no day labour staff presently utilised to supervise any waste facilities.

Council has two (2) of its waste facilities fully automated with camera surveillance.

4.4.3 Optimal Operating Days/Hours

Historically waste facilities have generally over-serviced communities with many examples of facilities being available 24 hrs, 7 days a week. Given environmental licensing requirements to secure, only receive certain waste for disposal and to adequately supervise waste disposal activities Council must consider the operating costs for all sites.

Council needs to find a balance between hours that its waste facilities are open and what level of supervision is provided against the competing demand for compliance with state licensing conditions, under which Council is legally bound to adhere to. The desired result is to provide opening days and hours applicable to the usage the facility receives.

Another generally accepted local government waste industry benchmark is for sites which predominately have residential clients having less than 5,000 visitors per year to be open for approximately 12 hours per week. This provides normally for the waste facility sites to be open for a half day on Saturday and Sunday and another half day during the week sometime. Waste facility sites in excess of 5,000 visitors per year are assessed on an individual basis.



4.4.4 Type of Facilities and Services

A waste facility can be anything from a:

- **landfill** (simple rural trench design to a large lined best practice landfill);
- **transfer station** (ranging from a simple 2 or 3m³ bulk waste bin enclosure to a 10 or 27m³ skip bin walled structure or up to a large facility that can take bulk commercial waste and has the capability to load and compact the waste into a long haul transport vehicle/trailer);
- **resource recovery facility** (where the separation and processing of collected recyclables is carried out), some other resource recovery facility (such as a waste to energy plant) to a;
- **waste treatment facility** (e.g. fixation or composting).

The South Burnett Regional Council has an abundance of transfer stations and landfills and the intention is to progressively close the minor landfills and utilise transfer stations and transition to the larger regional landfills and ultimately one super landfill, which will service all of the South Burnett. By eventually only having one landfill there would be associated operating cost savings. This transition to one super landfill however will take up to fifteen (15) years plus to achieve.

Landfills are strategic assets with defined lives, identified by well researched and calculated Closure Plans. The defined life of a particular landfill can be increased through the landfill owner's ability to influence an increase in recycling and/or a reduction in the amount of waste going to landfill.

It is the available airspace capacity within a landfill that has the intrinsic value associated with the asset, not the landfill infrastructure or the buried waste, unless electricity generation from gas production is involved/considered.

Landfill sites operate under a state issued "environmental registration/licence", which includes operational requirements and specifies a cap on the volume of waste that is permitted to be disposed of at a particular landfill per year.

The approval process for a new landfill is extremely protracted and difficult. One of the major considerations when endeavouring to establish a new landfill is trying to find a suitable location due to strict environmental and planning requirements and local community resistance. This places great importance on maximising the life of existing landfill assets. Landfill site selection, acquisition, planning, approval and development can take anywhere from 7 to 10 years. Therefore any moves to identify a new site will require a long lead time prior to the site being established. Poorly located or operated landfills can be a liability due to significant site management and compliance costs.

Closed landfills can also represent a financial liability where closure requirements are not planned and where costs and ongoing monitoring have not been considered and funded. It is necessary to factor in whole of life costs when calculating the cost to establish and operate a new landfill. These costs must be incorporated into the waste disposal charges for the landfill.

A common misconception in the community is that new waste treatment technologies will remove the need for landfill. There are no examples of resource recovery processing plants or alternative waste treatment technologies present or emerging on the known horizon which remove the need for landfill all together. These abovementioned technologies may reduce the volume of waste needing to be landfilled, but there is still a percentage of waste outputs that still need to be landfilled.



4.4.4.1.1 Transfer Stations

A waste transfer station exists to:

- amalgamate smaller loads of waste into larger more efficient loads for transfer off-site;
- provide a safer customer interface alternative than a landfill;
- provide customers with a permanent waste “disposal” site, which has less of an environmental footprint and price tag (capital and operational) compared with a landfill; and
- provide opportunity for the collection of reusable and recyclable items.

Transfer stations are long term waste management assets, generally being located within a clearly defined user catchment area.

Any prospective new transfer station site should allow for sufficient space and be designed with some flexibility in mind in order to permit the site to be developed and change over time as the community grows or waste management practices and solutions change.

Major transfer stations are considered to be those facilities that will accept large volume waste from small vehicles and large vehicles such as waste collection compactor trucks. Generally this includes the transaction of large commercial vehicles on a price per tonne basis and weighbridge installation is common at these sites. These large transfer stations also generally accept waste and recyclables from domestic and commercial customers. The design of these major transfer stations usually incorporates machinery to push/load waste into large transfer vehicles.

Minor transfer stations are facilities that only accept domestic and smaller commercial vehicles, generally vehicles up to 4.5 tonne gross vehicle mass (GVM).

Small transfer stations are facilities that only accept waste from domestic sources/vehicles.

It is unlikely that weighbridges will be provided at minor and small transfer stations due to the associated capital and operational costs. At sites where no weighbridge exists waste disposal is estimated/calculated as a price per cubic metre (m³). The weight of waste removed from a transfer station is normally captured at the landfill, particularly where a weighbridge is installed.

There are many different transfer station designs around, but generally speaking all of the designs can be summarised into two types of facility designs. One design allows for waste to be deposited by the customer directly into a waste bin or the other sort provides for the waste to be deposited onto a floor area for sorting prior to loading and transfer.

4.4.4.1.2 Resource Recovery

Customers self-transporting waste typically need recycling facilities for green waste, steel, cardboard, reusable items, oil, batteries, construction and demolition waste and household hazardous waste. These recycling facilities may be ideally located at an existing transfer station or landfill waste facility site.

There are also dedicated Material Recovery Facilities (MRF's) where kerbside collected recyclables are sorted and consolidated for sending to markets. These entities are large enough in their own right to be located on a site specific to and expressly suited to this type of activity.

Some Councils also have designated organic and/or green waste processing and composting sites, which due to their potential for odour issues need to be located appropriately.



Construction and demolition waste sorting facilities where items including concrete, timber and steel are segregated and processed or consolidated for sending to markets is another example of a resource recovery activity that can be site specific.

Federal legislation is attempting to facilitate an increased collection and reprocessing of some types of waste such as used e-waste (computers and TV's). However, South Burnett Regional Council's experience to date with this particular initiative is that private contractors focus exclusively on the larger populated centres. South Burnett Regional Council will continue to adopt a watching brief of these types of programs and will endeavour to participate where able and viable to do so.

Mature markets exist for many recyclable items (e.g., scrap steel, plastic, cardboard and paper, waste oil and batteries), but the only ones that seem to be economically viable in a regionally distance challenged and smaller local government situation, such the South Burnett, are scrap steel, waste oil and batteries.

4.4.4.1.3 Waste Treatment Facility

Waste treatment facilities such as composting and incineration and fixation for hazardous waste substances and alternative waste treatment technologies (e.g., waste to energy) normally require a large feedstock or a large critical mass in order for them to be economically viable. In regional Queensland unfortunately there is not the population base sufficient to support such initiatives presently.

There has been some promising suggestions from the waste to energy industry to modularise the concept on a small scale so that small to medium sized communities could potentially access this sort of waste treatment system. The price tag is still predicted to be extremely high and there are no functioning or working prototypes of waste to energy plants servicing the needs of small local government as yet. So, unfortunately the South Burnett Regional Council's position on this particular matter continues to be a watching brief. The waste management strategy however has been developed with some degree of flexibility so that if and when such technology becomes available to regional local governments that Council has the ability to modify its existing infrastructure to take advantage of waste technology advances.



5 SOUTH BURNETT REGIONAL COUNCIL'S STRATEGY

The waste planning process has established a number of key strategic goals for the waste management area. A number of critical actions have subsequently been identified, which need to be completed in order for these strategic goals to be achieved. The required actions listings also contain items of legislative compliance or key areas needing to be managed. Each of these action items has been prioritised and a proposed timeline allocated. There are six (6) Strategy Goals as outlined below:

5.1 WASTE AVOIDANCE, MINIMISATION AND REUSE

Strategy Goal 1 – Provide Community Waste Education.

Description	Provide waste avoidance, minimisation and resource recovery education services designed to increase awareness of resource conservation, diversion of waste away from landfill and recycling opportunities.	
	Provide information to the community about the various waste facilities and what services are available.	
<p>The success of achieving good waste management outcomes is heavily reliant on the users being informed and educated about how they can actively choose to avoid generating waste and what resource recovery options are available to them. Customers need to know how the various waste facilities operate and what they need to do in order to access those facilities. Education of householders and business operators is therefore a key component of any waste management program.</p> <p>The proposed education program will target:</p> <p>Households</p> <p>Householders require information and advice about how the South Burnett Regional Council's waste management systems operate including collection services, how and where to dispose of unwanted items and how to segregate items for disposal at facilities. Other general information will include details about home composting, worm farming, waste avoidance, reuse and recycling.</p> <p>Schools</p> <p>Teachers and students are a key component for waste education. It is anticipated that the waste education program will include a general waste management information brochure, a teacher resource kit, a student information kit and other "in school" waste education materials about sustainable waste management.</p> <p>Businesses</p> <p>Business and industry will require specific information about the services available in the region. The industry specific education program should include advice and support on:</p> <ul style="list-style-type: none"> • How the various waste facilities operate and what they need to do to access those facilities • Cleaner production • Government support programs • Optional waste audits and waste reduction/recycling advice. <p>Community activities and organisations</p> <p>Council takes a role in the public clean-up campaigns, which are promoted from time to time. The most popular of these is the Clean-Up Australia campaign, which is run annually. The focus of these campaigns is community participation and environmental awareness rather than waste diversion. The education role is extended to other community organisations to provide information and advice as required.</p>		
Actions Required	By When	Measures and Targets
1.1 Deliver a Community Waste Education Program	Commence by 30 June 2015	Community members including residents, schools, businesses and community groups have access to waste education resources that provide advice and assistance to enable informed decisions to be made about improving waste management practices and performance within the South Burnett.



5.2 WASTE COLLECTION SERVICES

Strategy Goal 2 – Provide cost effective, environmentally responsible & efficient waste collection operations.

Description	Waste collection services shall be value for money, operated efficiently and have minimal (to no impact) upon the environment.		
<p>The collection of general waste within the South Burnett, via a kerbside 240L wheelie bin, is now delivered under one contract. The contract commenced on 01/07/2014 and expires on 02/07/2022. This expiry date is similar for other Wide Bay Burnett Regional Organisation of Councils Inc (WBBROC) in order to facilitate the possibility of one large region wide collection contract in the 2022/2023 financial year. Discussions on the possibility of such a region wide arrangement are continuing. A decision on whether the WBBROC member Councils wish to proceed with a joint region wide waste collection contract will need to be made by mid 2019 (see section 3.4.1.1 240L WHEELIE BIN WASTE COLLECTION for detailed explanation of the preparation timeframes).</p>			
Actions Required	Timeframe	Measures and Targets	
2.1	<p>Establish one waste collection contract for the whole South Burnett for the kerbside collection of general waste via a 240L wheelie bin to domestic and commercial clients within the designated waste collection areas.</p> <p>Provide an option for kerbside recycling also, which will be implemented subject to cost and community desire and capacity to pay.</p> <p>Ensure that the waste collection vehicles meet best practice emissions standards.</p>	Before 30 June 2014	Completed
2.2	Manage the new waste collection contract.	Ongoing	Collection services are delivered in accordance with contract terms and conditions.
2.3	Commence arrangements to establish the next waste collection contract not less than three years prior to the expiry of the existing contract.	Medium Term	<p>Continue to contribute to the Waste and recycling Advisory Committee (WRAC) in the Wide Bay Burnett Regional Organisation of Councils Inc. (WBBROC) with a view to helping to facilitate a decision as to whether or not WBBROC and the South Burnett Regional Council should proceed with a region wide waste collection contract by no later than mid 2019.</p> <p>If WBBROC does not proceed with the development of a region wide waste collection contract then the South Burnett Regional Council shall commence its own arrangements to prepare for its next waste collection contract.</p>



5.3 WASTE TRANSFER AND DISPOSAL FACILITIES

Strategy Goal 3 - Provide an appropriate network of waste transfer and disposal facilities

Description	Determine locations for transfer stations and landfills that provide customer access arrangements for the required service levels.		
Some changes will need to be made to the existing waste facility network. See Council's proposed Waste Management capital works program in Appendix 7.			
Actions Required	By When	Measures and Targets	
3.1	Ensure that the generally accepted industry best practice service level for access to a waste facility is applied within the South Burnett.	Short Term	Less than 5% of properties will have to travel more than thirty (30) minutes in order to access a waste facility.
3.2	Establish a transfer station at the following waste facilities: Hivesville Brigooda Durong Cloyna	Short Term	To be installed by 30/6/2015.
3.3	Investigate possible alternative locations for the existing Maidenwell Transfer Station. If a suitable site is found then establish a new transfer station at this new location and close the existing site.	Short Term	Initial investigation to be undertaken by 30/6/2015.
3.4	Upgrade the Wattlecamp transfer station	Short Term	To be installed by 30/6/2015.
3.5	Establish the Nanango Waste facility transfer station	Medium Term	To be installed by 30/6/2020.
3.6	Extend the current Kingaroy transfer station (subject to demand).	Long Term	To be installed by 30/6/2021.

**Strategy Goal 4 – Provide responsible management of waste facilities**

Description		Provide waste facilities that are well designed and operated in an efficient and environmentally responsible manner which also meets customer expectations in relation to service quality, cost, recycling and waste reduction opportunities.	
<p>In order for the efficient and environmentally responsible management of Council's waste facilities some landfill sites will close.</p> <p>The capture of waste data at all sites needs to be improved for reporting purposes and to ensure that any future decisions in relation to the waste facilities are well informed.</p> <p>Waste facilities by nature can expose people to health and safety risks. Also, inappropriate placement of wastes can increase operational costs. Appropriate supervision of site activities is preferred and shown to reduce risks and to ensure proper disposal practices occur. Council will regularly review all waste facility operations for appropriate levels of supervision and security and where feasible sites will be supervised when open.</p> <p>Old Closed legacy landfills will need to be appropriately rehabilitated.</p>			
Actions Required	By When	Measures and Targets	
4.1	Effectively close and cap the following rural trench landfills when they have reached their maximum capacity: Hivesville Brigooda	Short Term	Carry out closure, capping and rehabilitation works.
4.2	Effectively close and cap the following rural trench landfills once a transfer station is operational: Dorong Cloyna	Short Term	Carry out closure, capping and rehabilitation works.
4.3	Regularly review the opening days and hours of all waste management facilities.	Short Term	Opening times shall be determined subject to site user access volumes, type of waste(s) received, local community expectations and financial operating constraints.
4.4	Review all waste facilities for appropriate levels of supervision and security.	Short Term	Where feasible waste facilities are to be supervised when open.
4.5	Continue to rehabilitate old closed legacy landfills as per the proposed timetable for restoration of old legacy landfills (see Appendix 3)	Long Term	Rehabilitating the old closed legacy landfills in accordance with the proposed time schedule.
4.6	Implement processes to identify and capture waste data for all waste disposed of at Council waste disposal sites as per state legislative requirement.	Short Term	The necessary waste data required from all applicable Council waste facilities is captured, quantified and reported to the state government as stipulated.
4.7	Install wind barriers to the following transfer stations: Kumbia Home creek	Long Term	Install wind barriers by 2020/2021.
4.8	Provide alternative disposal solutions for grease trap, septic and oily water liquid wastes.	Short Term	Establish provision for the new Sewerage Treatment Plant to deal with grease trap and septic tank waste. Establish infrastructure to be able to store oily water, which will then be transported for final processing/disposal at an approved treatment facility.



Strategy Goal 5 - Provide landfill air space to meet the regions long term waste disposal needs

Description	<p>Investigate what feasible options exist for future waste disposal for the waste needs of the South Burnett beyond the next 15 years.</p> <p>As landfilling will most likely be a part of the total waste disposal solution then identify (potential) landfills outside of the South Burnett or potential landfill sites within the South Burnett.</p> <p>Cause adequate landfill capacity to be developed and maintained in order to continue to provide for the waste demands of the South Burnett.</p>		
<p>Future availability of landfill airspace is crucial for continued region sustainability and growth. It is important to have a minimum volume of approved landfill airspace available at all times. As a guide the South Burnett Regional Council should be endeavouring to maintain fifteen years of approved waste disposal capacity, which includes long term contracts for access to landfill air space or adequate and suitable land holdings for landfilling, appropriate state government approvals/licences in place and satisfactory levels of funding for the development of the required waste disposal cells.</p>			
Actions Required		By When	Measures and Targets
5.1	<p>Continue discussions with the Wide Bay Burnett Regional Organisation of Councils Inc (WBBROC) in relation to the possibility of a combined regional waste disposal facility for member Councils in the Wide Bay Burnett area.</p>	Short Term	<p>A decision is reached as to whether it is in the South Burnett Regional Council's best interests to pursue a combined arrangement within the next two years.</p>
5.2	<p>Investigate the long term waste disposal options for the region including:</p> <ul style="list-style-type: none"> • Options to extend the four major landfills, namely Kingaroy, Murgon , Nanango and Wondai • Establishing a major transfer station within the South Burnett in order to bulk up waste for transport and disposal outside of the South Burnett region. • Establishing a new major regional landfill within the South Burnett • Alternative Waste Treatment Technologies (e.g. Waste to energy) • Identify possible existing or proposed landfill sites outside of the South Burnett (possibly within adjoining Council areas) who would be interested in receiving waste from the South Burnett and entering into a long term waste disposal arrangement/contract. 	Short to Medium term	<p>A minimum of fifteen (15) years of approved access to landfill air space to be maintained at all times.</p> <p>Determine which is the most cost effective and provides the most benefit to either continue to provide landfilling within the South Burnett or to transport waste to another shire for disposal.</p>



5.4 RESOURCE RECOVERY

Strategy Goal 6 - Provide opportunities to reduce waste to landfill

Description	Council will continue to provide alternatives to landfilling. Council will also investigate ways of expanding existing resource recovery activities, while also seeking to introduce new landfill diversion initiatives.		
<p>Waste Transfer Stations and Landfills - General Recycling</p> <p>Investigate the feasibility of being able to expand the recycling services presently provided at all of Council's Waste facilities, most particularly at the four major waste facilities of Kingaroy, Murgon, Nanango and Wondai.</p> <p>Kerbside Recycling</p> <p>Council shall periodically review its decision to not implement a kerbside 240L fortnightly recycling service. Should circumstances substantially change such that it becomes appropriate/necessary then the decision relating to kerbside recycling will be reconsidered.</p> <p>Green Waste</p> <p>Green waste is garden waste such as grass clippings or cuttings and pruning's from trees, shrubs and other vegetation. Council presently segregates green waste from landfill. Green waste at major Council waste facilities is mulched for reuse, while small green waste stockpiles at some of Council's waste facilities are still permitted to be burned.</p> <p>Mulch, which is processed green waste, is reliant on local or regional markets for reuse. One of the major restrictions in being able to provide a commercially competitive mulch product is because of the level of contamination presently experienced due to users of waste facilities not adequately separating their green waste and keeping other waste items out of the green waste stockpile. If the green waste feedstock could be kept clean then Council could realistically charge for the mulch product or it could value add (i.e., compost the mulched product) to realise a greater revenue for the sale of this higher end product.</p> <p>Recycle Shop</p> <p>The South Burnett Regional Council partners with a local community group to provide a recycle Shop in Kingaroy. Items which still have some value are able to be diverted from landfill and resold back to the community. It is Council's intention to expand the present Recycle Shop model to other areas within the South Burnett.</p> <p>Community Education</p> <p>Council's waste education program targets the diversion of organic waste through home composting or worm farming. Residents and businesses will also be encouraged to try and avoid generating the waste in the first place through requesting them to think about how they purchase items and whether packaging can be minimised, eliminated or reused.</p> <p>The Community Education program also seeks to promote the resource recovery opportunities that exist at the Council's waste facilities.</p> <p>Construction and Demolition Waste (C&D)</p> <p>This waste type generally includes concrete, bricks, tiles, timber, soils, sand and metal. Provision is presently made at certain waste facilities for segregated C&D waste to be stockpiled and when there is a sufficient amount a contractor comes and pulverises the C&D waste into recycled aggregate for reuse, internally and externally.</p>			
Actions Required	By When	Measures and Targets	
6.1	Investigate the feasibility of being able to expand the recycling services presently provided at all of Council's Waste facilities, most particularly at the four major waste facilities of Kingaroy, Murgon, Nanango and Wondai.	Short term	Residents and businesses have access to waste facilities that accept clean separated reusable and recyclable items.
6.2	Periodically review if kerbside recycling should be introduced.	Medium Term	If circumstances substantially change Council will reconsider its kerbside recycling decision.



6.3	<p>Continue to divert green waste from landfill and where necessary and/or practicable to recycle it.</p> <p>Investigate and where appropriate implement measures to improve the cleanness of green waste coming into the Council's Waste facilities for recycling.</p> <p>If green waste levels of contamination can be reduced to an acceptable level, investigate the feasibility of value adding (i.e., composting) to the mulched green waste product in order to make a commercially saleable compost product.</p>	Short Term	<p>Green waste stockpiles at the various Council waste facilities are "clean".</p> <p>Investigate the feasibility of composting the clean green waste within the South Burnett</p>
6.4	<p>Continue with the current Recycle Shop in Kingaroy.</p> <p>Ascertain the interest in and feasibility of establishing other Recycle Shops within the South Burnett.</p>	Short term	If adequate interest and support exists then proceed to establish additional Recycle Shops at appropriate locations in the South Burnett.
6.5	Organic waste diverted from the 240L general waste disposal wheelie bin to home composting or domestic worm farms.	Medium to long term	A reduction in the volume of organic waste being deposited in the 240L general waste disposal wheelie bin on the 2012 waste audit data.
6.6	Continue to provide for the recycling/reuse of construction and demolition waste.	Ongoing	Construction and demolition waste is diverted from landfill, where practicable.
6.7	Continue to adopt a watching brief on alternative technologies to see if any of these developments can be incorporated into the South Burnett Regional Council waste management program.	Ongoing	Regularly review the latest developments in the alternative waste management industry to see if any of the processes can be applied to waste management in the South Burnett.



Waste Management Plan 2015 - 2022

5.5 SUMMARY OF STRATEGY GOALS AND ACTION PLAN

Strategy Goal	Actions Required	By When
1 Provide community waste education.	1.1 Deliver a Community Waste Education Program	Commence by 30 June 2015
2 Provide cost effective, safe, environmentally responsible & efficient waste collection operations.	2.1 Establish one waste collection contract for the whole South Burnett for the kerbside collection of general waste via a 240L wheelle bin to domestic and commercial clients within the designated waste collection areas.	Completed
	2.1 Provide an option for kerbside recycling also, which will be implemented subject to cost and community desire and capacity to pay.	Completed
	2.2 Ensure that the waste collection vehicles meet best practice emissions standards.	Ongoing
3 Provide an appropriate network of waste transfer and disposal facilities.	2.3 Manage the new waste collection contract.	Ongoing
	2.3 Commence arrangements to establish the next waste collection contract not less than three years prior to the expiry of the existing contract.	Medium Term
	3.1 Ensure that the generally accepted industry best practice service level for access to a waste facility is applied within the South Burnett.	Short Term
	3.2 Establish a transfer station at the following waste facilities: Hivesville, Brigooda, Durong, Cloyne	Short Term
3 Provide an appropriate network of waste transfer and disposal facilities.	3.3 Investigate possible alternative locations for the existing Maidenwell Transfer Station.	Short Term
	3.3 If a suitable site is found then establish a new transfer station at this new location and close the existing site.	Short Term
	3.4 Upgrade the Wattlecamp transfer station	Short Term
	3.5 Establish the Nanango Waste facility transfer station	Medium Term
	3.6 Extend the current Kingaroy transfer station (subject to demand).	Long Term



5.5 SUMMARY OF STRATEGY GOALS AND ACTION PLAN (CONT...)

Strategy Goal	Actions Required	By When
4 Provide responsible management of waste facilities	4.1 Effectively close and cap the following rural trench landfills when they have reached their maximum capacity: Hivesville Brigoda	Short Term
	4.2 Effectively close and cap the following rural trench landfills once a transfer station is operational: Durong Cloynda	Short Term
	4.3 Regularly review the opening days and hours of all waste management facilities.	Short Term
	4.4 Review all waste facilities for appropriate levels of supervision and security.	Short Term
	4.5 Continue to rehabilitate old closed legacy landfills as per the proposed timetable for restoration of old legacy landfills (see Appendix 3)	Long term
	4.6 Implement processes to identify and capture waste data for all waste disposed of at Council waste disposal sites as per state legislative requirement.	Short term
	4.7 Install wind barriers to the following transfer stations: Kumbia Home creek.	
	4.8 Provide alternative disposal solutions for grease trap, septic and oily water liquid wastes.	Short Term
5 Provide landfills to meet the regions long term waste disposal needs.	5.1 Continue discussions with the Wide Bay Burnett Regional Organisation of Councils Inc (WBBROC) in relation to the possibility of a combined regional waste disposal facility for member Councils in the Wide Bay Burnett area. Investigate the long term waste disposal options for the region including: <ul style="list-style-type: none"> Options to extend the four major landfills, namely Kingaroy, Murgon, Nanango and Wondai Establishing a major transfer station within the South Burnett in order to bulk up waste for transport and disposal outside of the South Burnett region. Establishing a new major regional landfill within the South Burnett Alternative Waste Treatment Technologies (e.g. Waste to energy) Identify possible existing or proposed landfill sites outside of the South Burnett (possibly within a joining Council areas) who would be interested in receiving waste from the South Burnett and entering into a long term waste disposal arrangement/contract. 	Short Term
	5.2	Short to Medium term



Waste Management Plan 2015 - 2022

5.5 SUMMARY OF STRATEGY GOALS AND ACTION PLAN (CONT...)

Strategy Goal	Actions Required	By When
6 Provide opportunities to reduce waste to landfill.	6.1 Investigate the feasibility of being able to expand the recycling services presently provided at all of Council's Waste facilities, most particularly at the four major waste facilities of Kingaroy, Murgon, Nanango and Wondai.	Short term
	6.2 Periodically review if kerbside recycling should be introduced.	Medium Term
	6.3 Continue to divert green waste from landfill and where necessary and/or practicable to recycle it.	
	6.3 Investigate and where appropriate implement measures to improve the cleanliness of green waste coming into the Council's Waste facilities for recycling.	Short Term
	6.3 If green waste levels of contamination can be reduced to an acceptable level, investigate the feasibility of value adding (i.e., composting) to the mulched green waste product in order to make a commercially saleable compost product.	
	6.4 Continue with the current Recycle Shop in Kingaroy.	Short term
	6.4 Ascertain the interest in and feasibility of establishing other Recycle Shops within the South Burnett.	
6.5 Organic waste diverted from the 240L general waste disposal wheeler bin to home composting or domestic worm farms.	Medium to long term	
6.6 Continue to provide for the recycling/reuse of construction and demolition waste.	Ongoing	
6.7 Continue to adopt a watching brief on alternative technologies to see if any of these developments can be incorporated into the South Burnett Regional Council waste management program.	Ongoing	



6 STRATEGY IMPLEMENTATION

The South Burnett Regional Council's Waste Management Plan has provided six strategic goals along with a number of action items in order to achieve the Council's vision for waste management into the future.

The timeframes for implementation of the action items is provided in section 5.5 of this strategic document.

7 STRATEGY CONSULTATION

This Waste Management Strategy had been open to public comment for a minimum period of 28 days. All feedback and comments that were received from this consultation period were considered in order to develop this final version of the Waste Management Strategy.



APPENDICES



Waste Management Plan 2015 - 2022

Appendix 1: Queensland Waste Avoidance and Resource Productivity Strategy 2014 – 2024 – Strategy Framework

Department of Environment and Heritage Protection

I take a drink bottle with me so I can fill it up with tap water

I put my food scraps in our backyard compost bin instead of the garbage

We share resources with other local businesses to reduce costs and waste

We are helping to develop our industry's action plan to increase reuse waste

We are using recycled goods in the manufacture of our products

We are thinking of new ideas to help businesses to make sure we treat waste as a valuable resource

Waste—Everyone's responsibility

Queensland Waste Avoidance and Resource Productivity Strategy (2014–2024)

Great state. Great opportunity. And a plan for the future.



Waste Management Plan 2015 - 2022

Appendix 1: Queensland Waste Avoidance and Resource Productivity Strategy 2014 – 2024 – Strategy Framework (cont...)

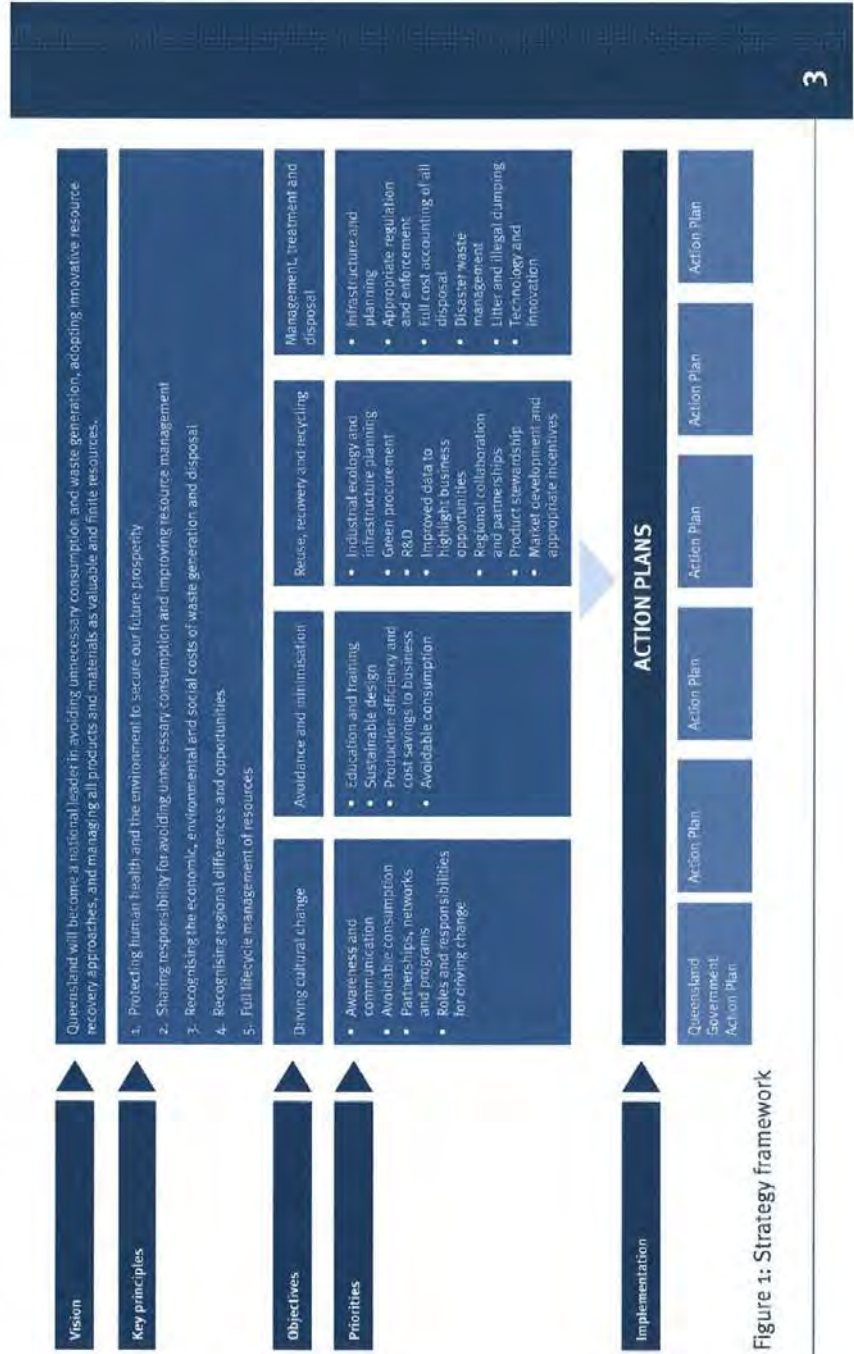


Figure 1: Strategy framework



Waste Management Plan 2015 - 2022

Appendix 2: Old Landfill Sites Map



Waste Management Plan 2015 - 2022



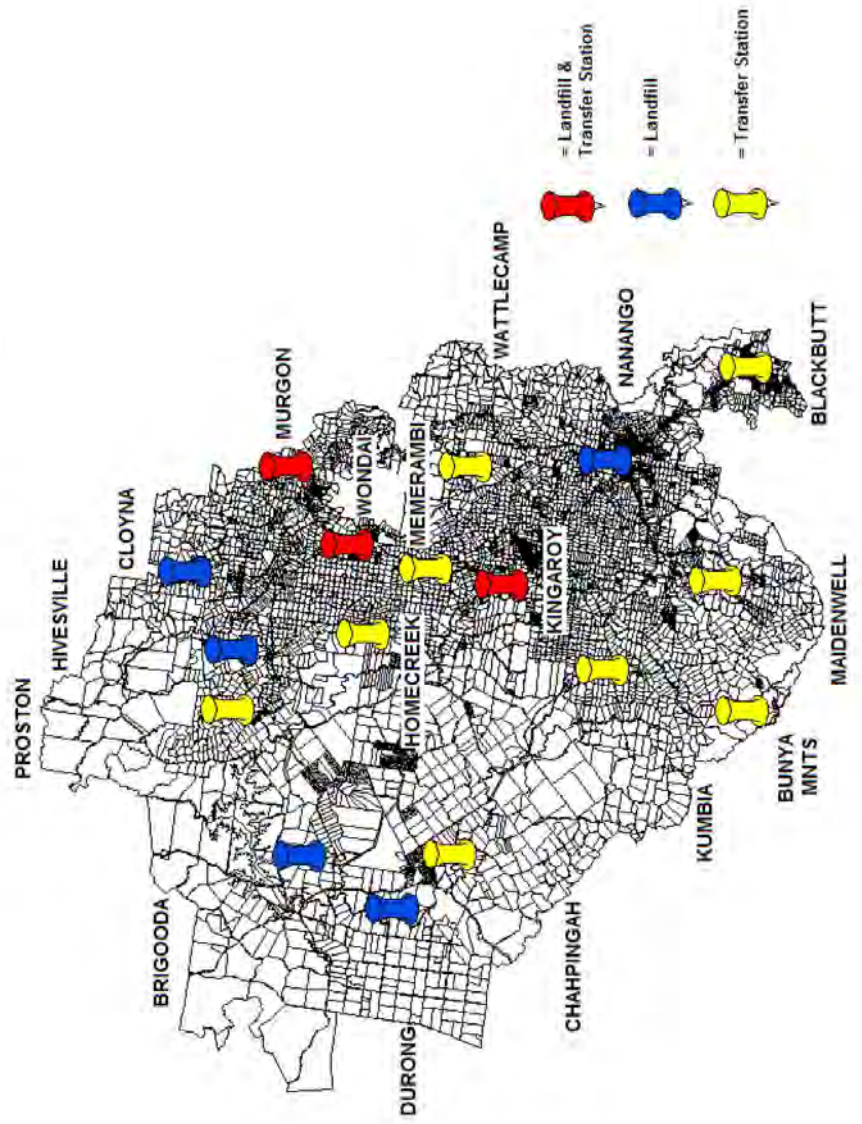
Appendix 3: Proposed timetable for restoration of old legacy landfills

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
Tingopa Waste Site																							
Gwoogee Landfill																							
Wooroolin Wetlands																							
Burrindjirran Rd																							
Kumbia Landfill																							
Scott St Wonda																							
Wundera Tip																							
Memerambi Tip Site																							
Blackbutt D'Aguilar Hwy																							
Challopah Refuse Tip																							
Maidenwell Refuse Tip																							
NP Creek																							
Bunya Mountains Tip																							
Blackbutt Farrington																							
Proston Landfill Site																							
Mt McEwen Refuse Tip																							
Wheatlands Disposal Site																							
Willedale Refuse Tip																							
Malar Refuse Tip																							
Old Wonda, Cherbourg Rd																							
Boole Refuse Tip																							
West Ewendoomal																							



Waste Management Plan 2015 - 2022

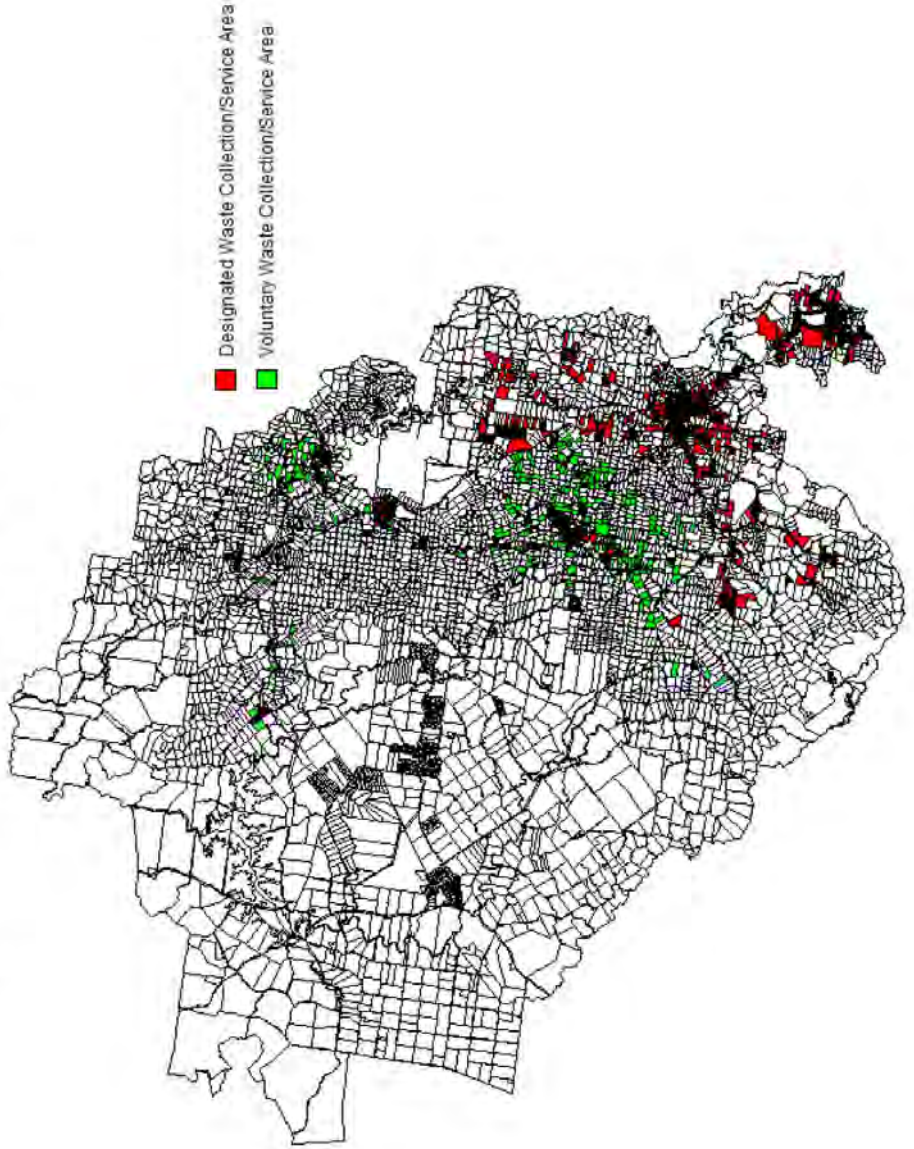
Appendix 4: Current waste facility locations





Waste Management Plan 2015 - 2022

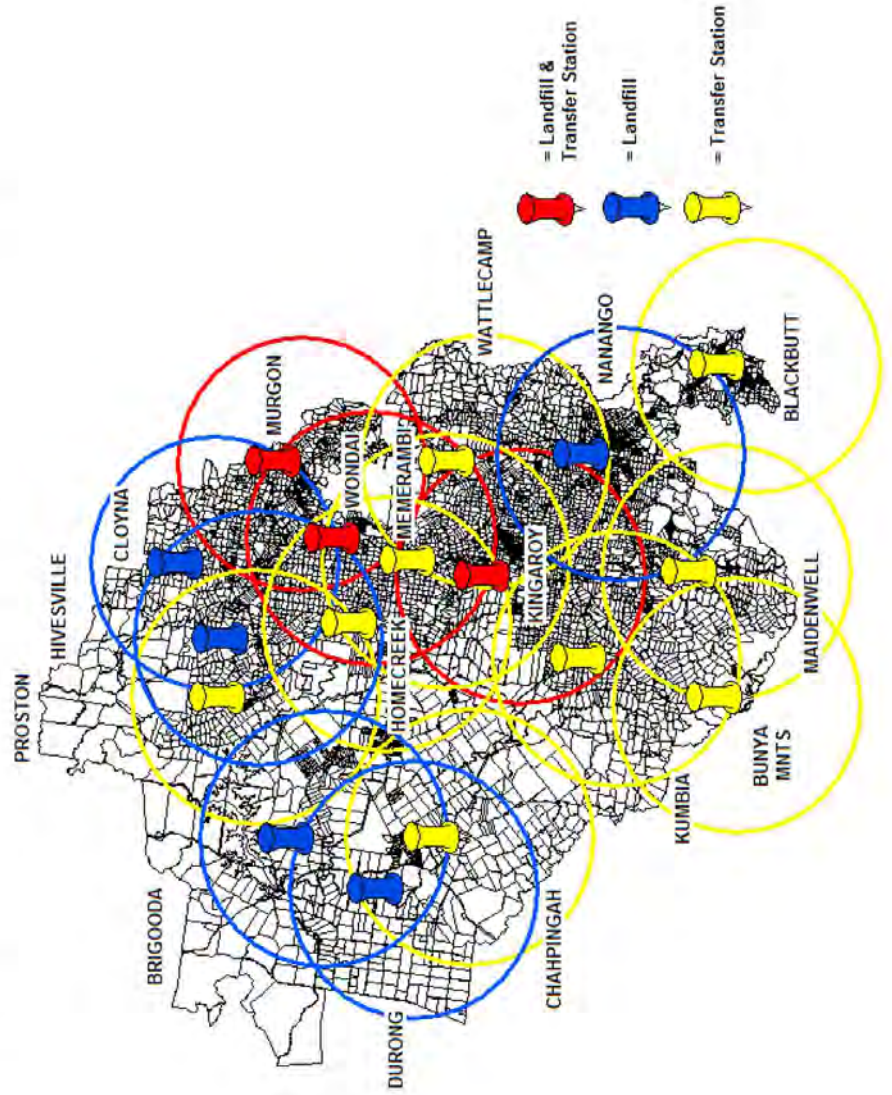
Appendix 5: Designated Waste Collection/Service Area





Waste Management Plan 2015 - 2022

Appendix 6: Travel Time Map for Existing Waste facility Locations





Waste Management Plan 2015 - 2022

Appendix 7: Proposed Waste Management Capital Works Program for 2015-2022

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Hivesville	Closing old landfill & capping. Establishing new Transfer Station						
Wattlecamp	Upgrading existing Transfer Station						
Cloyna	Closing old landfill & capping. Establishing new Transfer Station						
Brigooda	Closing old landfill & capping. Establishing new Transfer Station						
Durong	Closing old landfill & capping. Establishing new Transfer Station						
Kingaroy							Current Transfer Station extension
Maidenwell	Establishing new Transfer Station or upgrading existing						
Blackbutt		Replacement of existing Skip Bins					
Nanango					Establish/upgrade Transfer Station Facility		
Home Creek	Replacement of existing Skip Bins						
Memerambi	Replacement of existing Skip Bins						
Kumbia			Replacement of existing Skip Bins				

Financial and Resource Implications

There are a number of budgetary implications with the approval of this Waste Management Plan. All of the specific expenditure items as outlined in the Waste Management Plan have been costed into the Waste Levy financial model.

Link to Corporate/Operational Plan

The link to the Corporate Plan is:

ENV2 Environmentally responsible and efficient waste management
ENV2.1 Develop and implement a Regional Waste Management Plan

The Operational Plan link is:

ENV2.2 “Provide cost effective waste management facilities and operations”.

Communication/Consultation (Internal/External)

The state government legislation governing the development of a Waste Management document requires a minimum of 28 days public consultation. The South Burnett Regional Council’s draft WMP document was open for public consultation for a minimum of 28 days as required.

The draft WMP document and the public consultation process was brought to the attention of the community via a range of different media.

Legal Implications (Statutory Basis, Legal Risks)

Council is obliged to develop a Strategic Waste Management document or its equivalent.

Policy/Local Law/Delegation Implications

A WMP provides the strategic direction, development priorities and forward budgets for waste management into the future for the South Burnett.

Asset Management Implications

There are a number of asset management implications resulting from this Waste Management Plan, all of which are identified within the document. That is, Council’s vision for waste management involves the establishment of a number of transfer stations as well as other capital works relating to the various waste facility assets. These identified capital works have been considered in the price path of the waste levy.

9.2 Natural Resource Management (NRM)

Officer's Reports

No Report.

9.3 Parks & Environment (P&E)

Officer's Reports

No Report.

9.4 Indigenous Affairs (I)

Officer's Reports

No Report.

10. Portfolio - Finance / Planning

10.0.1 Finance and Planning Portfolio Report

Document Information

IR No 1450945

Author Cr Keith Campbell

Date 8 May 2015

Précis

Finance and Planning Portfolio Report

Summary

Finance and Planning Portfolio Report to Council.

Officer's Recommendation

That the Finance and Planning Portfolio Report to Council be received.

10.1 Finance (F)

Officer's Reports

10.1.1 F - 1452067 - Monthly Financial Statements

Document Information

IR No 1452067

Author Finance Officer (Financial Reporting)

**Endorsed
By** General Manager Finance, Property & Information Technology

Date 05 May 2015

Précis

Report on the Financial Position of South Burnett Regional Council as at 5 April 2015

Summary

The following information provides a snapshot of Council's Financial Position as at 5 April 2015.

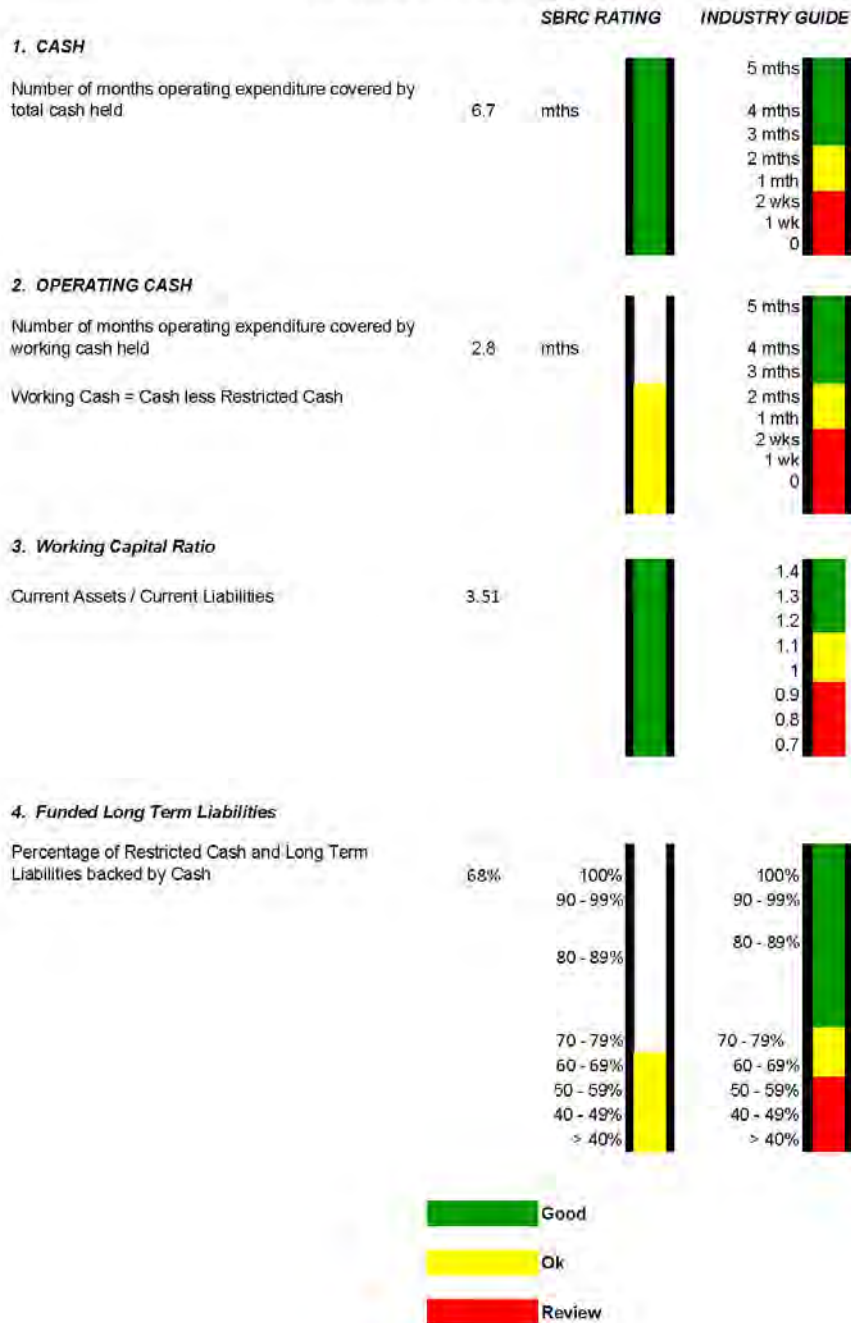
Officer's Recommendation

That the Monthly Financial Report as at 5 April 2015 be received and noted.

Key Financial Ratios

SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD



Statement of Comprehensive Income

Statement of Comprehensive Income

As at 30 April 2015

83% of Year Complete

	2015	Amended Budget	Variance
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
Rates, levies and charges	31,291,358	40,708,675	77%
Fees and charges	3,711,128	4,125,399	90%
Rental income	412,321	463,030	89%
Interest received	1,371,599	1,657,190	83%
Sales revenue	5,119,354	5,348,620	96%
Other income	540,065	910,102	59%
Grants, subsidies, contributions and donations	11,576,142	15,785,346	73%
	<u>54,021,968</u>	<u>68,998,362</u>	
Capital Revenue			
Grants, Subsidies, Contributions & Donations	2,606,975	3,808,477	68%
Total Revenue	<u>56,628,943</u>	<u>72,806,839</u>	
Total Income	<u>56,628,943</u>	<u>72,806,839</u>	
Expenses			
Recurrent Expenses			
Employee benefits	20,259,008	25,422,958	80%
Materials and services	22,352,332	25,896,292	86%
Finance costs	1,367,889	2,446,730	56%
Depreciation and amortisation	10,528,357	12,634,005	83%
	<u>54,507,585</u>	<u>66,399,985</u>	
Capital Expenses			
	(683,002)	(923,623)	74%
Total Expense	<u>53,824,584</u>	<u>65,476,362</u>	
Net Result	<u>2,804,359</u>	<u>7,330,477</u>	

Statement of Financial Position

Statement of Financial Position As at 30 April 2015

	2015 \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	36,274,794	50,632,230
Trade and Other Receivables	11,173,061	9,669,729
Inventories	1,076,302	824,044
Investments	-	10,000
Total Current Assets	48,524,156	61,136,004
Non-Current Assets		
Trade and other receivables	20,242	20,242
Investment Property		
Property, Plant and Equipment	844,244,083	813,269,163
Intangible Assets	6,234,639	6,234,639
Total Non-Current Assets	850,498,963	819,524,044
TOTAL ASSETS	899,023,120	880,660,047
Current Liabilities		
Trade and other payables	8,946,308	6,548,909
Borrowings	1,687,761	1,687,761
Provisions	3,182,758	3,184,739
Total Current Liabilities	13,816,826	11,421,410
Non-Current Liabilities		
Borrowings	32,562,207	34,674,093
Provisions	10,616,231	10,616,231
Total Non-Current Liabilities	43,178,438	45,290,324
TOTAL LIABILITIES	56,995,265	56,711,733
NET COMMUNITY ASSETS	842,027,855	823,948,314
Community Equity		
Asset Revaluation Surplus	417,687,851	402,909,686
Retained Surplus/(Deficiency)	425,316,956	421,038,628
TOTAL COMMUNITY EQUITY	843,004,806	823,948,314

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

10.1.2 F - 1451739 - South Burnett Regional Council Monthly Capital Works Report

Document Information

IR No 1451739

Author Financial Accountant (Asset Management)

Endorsed By Manager Finance, Property & Information Technology

Date 05 May 2015

Précis

Report of the Capital Works of South Burnett Regional Council as at 04 May 2015.

Summary

The following information provides a snapshot of Council's Capital Works as at 04 May 2015.

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 04 May 2015 be received and noted.

South Burnett Regional Council
Capital Works Program - 2014/2015

Program/ Activity	Job Description	Original Budget	Total YTD Costs	Revised Budget
LAND				
Land for Sale				
	Uncertainties (3) Fees	-	29,034.52	31,100.00
	Survey B/C	-	22,180.48	21,900.00
TOTAL LAND		-	51,197.43	53,020.00
BUILDINGS				
Administration Offices				
Kingaroy Office	Repair Photocopier Room	3,000.00	-	-
	Upgrade Kitchen	40,000.00	-	40,000.00
	Additional Security (2000) & Security Services Area	-	-	20,000.00
	Workshop - Western Porch	-	100.00	-
Warrego Office	Replace Roof & Chimney	20,000.00	-	20,000.00
	Upgrade Electrical Switchboard	-	5,895.46	20,000.00
	Upgrade Electrical Switchboard	-	4,506.01	-
	Reinstate Carpark	-	-	20,000.00
Total Administration Offices		63,000.00	10,971.88	120,000.00
Aerodromes				
Kingaroy	Western Forestry Station	50,000.00	49,399.27	70,000.00
Total Aerodromes		50,000.00	49,399.27	70,000.00
Art Galleries				
Wondra Art Gallery	Building Renovations	30,000.00	66,444.80	160,000.00
Total Art Galleries		30,000.00	66,444.80	160,000.00
Caravan Parks				
Mungah Caravan Park	Install Dump Point & Remove Unseped Services	-	3,545.32	15,000.00
Wondra Caravan Park	New Amenities Block	150,000.00	-	150,000.00
Total Caravan Parks		150,000.00	3,545.32	165,000.00
Cemeteries				
Kingaroy	New Wall Plinths	7,500.00	4,336.67	7,500.00
Warrego	Boundary Redevelopment	-	18,539.88	25,000.00
	New Wall Plinths	7,500.00	4,157.34	7,500.00
Wondra	Replace Toilet Block & Small Shed	15,000.00	30,031.11	15,000.00
Total Cemeteries		20,000.00	56,975.87	115,000.00
Depots				
	Warrego - Boundary Fence	-	-	15,000.00
Total Depots		-	-	15,000.00
Halls				
Doreenoma Hall	Structural Repairs	10,000.00	-	10,000.00
		10,000.00	-	10,000.00
Warrego Town Hall	Repair External Building	60,000.00	-	60,000.00
	Other Renovations	-	-	110.00
		60,000.00	-	60,110.00
Wondra Hall	Replace Doors at Site Entrance	-	2,227.27	-
		-	2,227.27	-
Mungah Town Hall	Mobile Stars	12,000.00	-	2,000.00
		12,000.00	-	2,000.00
Warrego Cultural Centre	Replace Worned Floor	12,000.00	85,346.88	141,215.00
	Replace Tables & Chairs	50,000.00	47,696.30	50,000.00
	Replace Cultural Centre Roof	-	96,025.81	100,000.00
		62,000.00	190,436.19	174,215.00
Wondra Town Hall	Toilet Repairs	-	-	4,768.00
	Mobile Stars	12,000.00	-	2,000.00
		12,000.00	-	2,000.00
Total Halls		150,000.00	192,663.46	253,085.00
Housing				
Rental	Employment Units - Accommodation in each Unit	18,000.00	12,632.73	18,000.00
Total Housing		18,000.00	12,632.73	18,000.00

Museums				
Boonooms Homestead	Restoration Materials		2,881.85	10,257.00
			2,881.82	10,257.00
Kingfield House	New Roof		5,126.89	1,340.00
			5,126.89	1,340.00
Total Museums			7,208.71	11,647.00
Parks & Gardens				
	Mungah Blaine Park		10,379.98	35,680.00
	Mungah Youth Park (Smith Way)		14,260.00	14,260.00
	Pioneer Park-Harding - Power Cables Upgrade		326.00	320.00
	Prison (Blaine Park)		3,726.12	3,726.00
	Lions Park Mungah - Upgrade		15,292.56	
	Kingsley Memorial Park - P&L Monument Statue		1,340.60	
	Gravel Sealing - Kingsley Park/Woodside Toilets			
	Gravel Sealing - CHAL Square Kingsley Toilets			
	Gravel Sealing - Lions Park/Kingsley Toilets			
	Subur Factory Park - Bike Training (Infringements)		18,286.41	25,806.00
	Lions Park/Manago - Trunk		60,755.35	
	Mungah Lions Park - Playground Area	19,000.00		19,000.00
Total Parks & Gardens		16,000.00	120,094.17	92,592.00
Private Hospital				
	Roof & Ceiling Repair		177,200.47	81,385.00
	Replace A/C Unit			1,858.00
	Fire Panels etc.		63,720.00	59,599.00
	Bathroom Renovations			1,727.00
	Electrical Upgrade			100,000.00
	Generator		1,814.00	1,814.00
	Room Renovations		9,453.64	9,454.00
	Safety Equipment Upgrade	110,000.00	84,000.00	84,000.00
Total Private Hospital		110,000.00	280,020.01	386,693.00
Public Conveniences				
	Gender (Toilets) - Fencing & Perimeter		1,875.00	20,000.00
Total Public Conveniences			1,875.00	20,000.00
Saleyards				
Castlurea	Water Upgrade			15,000.00
	Comp		7,891.55	
			7,891.55	15,000.00
Cleaning Dips				
Proctor's Gap	Dip Upgrade		11,450.04	10,000.00
			11,450.04	10,000.00
Total Saleyards			11,450.04	10,000.00
Sport & Recreation				
Regional Sports Ground	Maintenance Sports Ground			18,250.00
	Maintenance (Sports Ground) - Drain (Road)		300.00	
			300.00	-
Mungah	PVC - Replace Road	100,000.00		125,000.00
	Playgrounds - (Furniture, Repair & Replace Ground)	50,000.00	30,625.00	60,000.00
		150,000.00	30,625.00	185,000.00
Manago	Sports Ground Upgrade Facilities	100,000.00	5,101.36	133,000.00
	Wetland - Rebuild building to wheelchair access	5,000.00		5,000.00
		105,000.00	5,101.06	138,000.00
Total Sport & Recreation		255,000.00	44,656.15	341,282.00
Disaster Management				
Harding (Blaine)	Building Renovations		50,000.00	50,000.00
Total Disaster Management			50,000.00	50,000.00
Swimming Pools				
Blackout	Safety Audit Requirements - Blackout Pool		5,112.70	
			5,112.70	-
Homestead	Paint Work (External & Inside)		3,130.80	21,860.00
	Replaces Toddler Pool	20,000.00	47,301.80	90,000.00
	Children's Care System Upgrade			4,841.00
	Safety Audit Requirements - Kingsley Pool		13,506.75	
	Learn to Swim Pool (Blackout)	20,000.00	3,700.29	30,000.00
		60,000.00	64,340.02	96,701.00
Mungah	Replaces Heated Water to Toddler's Pool			
	Repair Pool & Decking		55,516.88	75,000.00
	Replace Windows & Change Rooms	584,000.00	151,851.42	1,170,000.00
	Survey Mungah Pool Land			
	Safety/Audit Requirements - Mungah Pool		2,857.46	
		584,000.00	222,686.83	1,245,000.00
Manago	Repair Road			13,880.00

	Replace Expansion Joints	-	-	38,000.00
	New Blanked	20,000.00	3,345.64	20,000.00
	Safety Audit Requirements - Nannango Pool	-	12,645.81	-
		20,000.00	16,788.25	62,385.00
Wonders	Recoat Deck Wagon 01 Stairwells	-	-	12,000.00
	Resilience Dress/Rest Shed - Carpet & Timber/Floor Brackets	10,000.00	-	10,000.00
	Repair Non Slip Surface in Wading Pool	-	419	-
	Safety Audit Requirements - Wanda Pool	-	3,400.00	-
		10,000.00	3,400.18	20,000.00
Regional Pools	Safety Audit Requirements	180,000.00	-	180,000.00
		180,000.00	-	180,000.00
		-	-	-
Total Swimming Pools		854,000.00	311,716.05	1,603,656.00
Tourism Facilities				
Wonders Tourism Park	Amenity Upgrades	-	215,571.72	164,072.00
	Cabin Upgrades	5,000.00	1,299.18	5,000.00
	Retail Signage	-	3,256.73	273.00
	New Cabins	250,000.00	341,550.08	350,000.00
		255,000.00	661,677.69	519,345.00
Lake Doonooma	New Cabins	300,000.00	342,546.38	300,000.00
	Cabin Upgrades	5,000.00	2,965.87	5,000.00
		5,000.00	2,965.92	5,000.00
Wonders - MC	New Internal Painting & Touch up	5,000.00	-	5,000.00
		5,000.00	-	5,000.00
Storage	Replace Town Entrance Signposts	175,000.00	-	200,000.00
		175,000.00	-	200,000.00
Total Tourism Facilities		840,000.00	1,007,290.67	1,029,345.00
TOTAL BUILDINGS		2,856,000.00	2,324,833.02	4,457,048.00
PLANT & EQUIPMENT				
INFORMATION SERVICES				
ICT	User Hardware	135,000.00	-	135,000.00
	Computer Infrastructure & Upgrade	-	114,529.37	-
	Business Operating System	66,000.00	434,695.36	1,009,980.00
	Server Hardware	30,000.00	41,270.08	30,000.00
	Photocopiers & Printers	160,000.00	130,397.00	149,066.00
	Telecommunications (2 way radio & phone base stations)	75,000.00	247,206.46	249,944.00
	Tourist Information Point Towers	-	126,973.41	150,000.00
	Disaster Recovery	30,000.00	46,809.36	30,000.00
	Integrity Report - Upgrade Link	35,000.00	11,818.59	35,000.00
TOTAL INFORMATION SERVICES		1,192,000.00	1,175,260.64	1,639,480.00
PLANT & FLEET MANAGEMENT				
Plant & Equipment	Plant/Fleet Purchases	2,756,150.06	2,649,129.19	3,402,060.00
TOTAL PLANT & FLEET MANAGEMENT		2,756,050.00	2,649,129.19	3,402,060.00
TOTAL PLANT & EQUIPMENT		3,978,050.00	4,022,389.83	5,241,530.00
ROADS				
Streetscapes	Nannango - Clayton Street Footpath	800,000.00	162,201.41	2,100,000.00
	Nannango - Fitzroy Street	-	69,282.85	-
	Nannango - Sturt Corridor - Henry Street	-	20,749.28	-
	Nannango - Henry Street Roundabouts	-	555,396.39	-
	Nannango - Henry Street Streetscape	-	78,707.07	-
	Nannango Community Development - Stage 1	-	175,238.54	173,000.00
		-	-	-
		-	-	-
Total Streetscapes		800,000.00	1,280,478.67	2,273,000.00
Bridges	Timber Bridge - Dandy Creek/Dillon St Road	-	129,499.60	125,000.00
	Go Paddock Bridge	-	99,840.00	-
	Humbia Bridge	-	45,500.15	-
	Humbia Gully Bridge - Monahan Road	-	29,010.00	-
	Combeles Road	60,000.00	13,728.41	60,000.00
	Schwanau Road Bridge	-	1,366.61	-
	Dunlop Bridge, Wanda Road	-	26,921.58	-
Total Bridges		60,000.00	356,802.12	186,000.00
Minor Capital Works				
Intersection Improvements	South Highway/Intersect Reseal Bedrock	-	\$71.22	-
		-	\$71.22	-
Rural Drainage	Equipments Costs	-	1,868.00	2,000.00
	Wastewater Ponds - Culvert Upgrade (RTIP Lany Creek)	-	15,267.82	15,500.00
	Campbell Road	100,000.00	49,288.41	90,000.00

		100,000.00	67,544.23	68,200.00
Urban Roads				
	Crowford Road		115.45	
	Dalby St Nanango - (Gipsy/Retro) Construct Road	100,000.00	12,672.87	100,000.00
	Verma St Kingaroy - Replace Kerb & Channel	100,000.00	295,736.31	100,000.00
	Sandy Creek Pedestrian Bridge		45.24	92,000.00
	Horse Gully Flood Mitigation Project		6,236.39	200,000.00
	Dung Creek Pedestrian Bridge		2,785.12	190,000.00
		300,000.00	289,212.02	600,000.00
Rural Roads				
	Francis Road Reconstruction (RIP Clay Over)		387,997.46	247,000.00
	Winnemee Road Wattlegrove CRG 100 - 3000	100,000.00	5,566.63	80,000.00
	Remigene Road (Lucas to Bilkem) - 6.5km	170,000.00	40,748.82	130,000.00
		300,000.00	264,111.13	447,000.00
Car Parks				
	Garbin Street Carpark	300,000.00	7,042.22	300,000.00
		300,000.00	7,042.22	300,000.00
Pavement Rehabilitation				
	Curmba Road	1,200,000.00	1,304,634.00	1,200,000.00
	Main Street, Riverville - Pavement Rehabilitation		83,130.55	30,000.00
		1,200,000.00	1,387,764.55	1,230,000.00
Footpaths & Bikeways				
	Dundas Street Woodin			
	High Street, Kingaroy		9,199.22	4,500.00
	Blake St Zeehan (Indreay to Collingwood)	150,000.00	8,927.86	150,000.00
	Burnett St Nanango (Cootie to Mill Pt)	70,000.00	40,904.87	70,000.00
	Stone St Morgan (Assent to Skate Park)	30,000.00	42,646.46	30,000.00
	Albert St Kingaroy (Fountain to Jarak)	170,000.00	146,743.07	166,000.00
	Scott St Woodin (Edward St to Sportsground)	80,000.00		
		450,000.00	241,668.04	400,000.00
Total Minor Capital Works				
		2,480,000.00	2,188,902.91	3,056,200.00
Road Levy				
Division 1				
	Wadescamp Road			
Division 2				
	Dundas Street (Herd & Channel)		35,176.25	35,000.00
	Laurie Rd (Ch 504-1000) Downer Rd (Ch 1945-2195)		11,841.39	21,500.00
	Lanyon Rd (Herman Rd Infrastructure)		11,555.08	8,800.00
	Pine St (Douglas-Douglas - Minch Urban Seal & Kerb & Channel)		54,213.42	54,000.00
	Pine St (Main/Mara - Minch Urban Seal)		701.67	
	Francis Road			
			123,488.80	119,400.00
Division 3				
	One-stop Street - Woodin			
Division 4				
	Alexander St Woodin (Carpark)			
	Wattle Road			
Total Road Levy				
			123,488.80	119,400.00
Results				
Southern Area				
	Hart Street		523.59	
	Alexander Lane	6,868.00	3,636.33	4,600.00
	Almond Road	6,500.00	6,730.23	5,600.00
	Anderson Road	17,237.00	17,237.18	18,000.00
	Bowman Road		9,454.23	
	Bruce Way	40,716.00	26,271.65	39,000.00
	Butts Lane	6,699.00	4,288.57	3,180.00
	Carrs Street	9,898.00	7,888.76	12,000.00
	Chapel Street	12,803.00	45,471.38	20,600.00
	Clayton Road	1,848.00	1,969.51	2,000.00
	Cooley Road	45,255.00	29,371.77	36,000.00
	Curmba Waterhole Road	46,105.00	53,374.85	19,700.00
	Curball Street	7,500.00	6,287.09	4,600.00
	Darley Crossing Road	34,115.00	15,792.36	25,200.00
	Dingins Road	14,508.00	10,645.40	12,440.00
	Douglas Street	22,234.00	21,876.15	19,175.00
	Embury Place	9,656.00	5,045.32	6,840.00
	Fitzroy Street		337.01	42,860.00
	Frank Road		19,282.40	
	George Green Road	36,496.00	22,196.07	20,600.00
	George Street	27,340.00	12,118.48	17,610.00
	Gipsy Street	22,620.00	18,322.08	20,700.00
	Gipsy Street North	4,014.00	3,631.77	
	Grant Road	17,361.00	30,791.23	18,600.00
	Greenhill Drive	57,008.00	46,216.07	47,780.00
	Grey Street	19,475.00	16,781.29	9,880.00

	CSI Wilson Drive	21,626.00	14,172.90	22,000.00
	Hatfield Road	2,866.00	2,662.64	1,710.00
	Hawthorn Road	43,247.00	44,272.59	31,700.00
	Heleny Street		89,429.40	
	Hindy Road	35,841.00	31,851.49	36,166.00
	Hobart Road	16,362.00	9,266.88	3,980.00
	Howell Lane	4,729.00	4,341.17	4,124.00
	Howdike Road	19,925.00	12,704.26	10,420.00
	Hurlingham Drive			39,600.00
	Langley Road	35,520.00	16,067.90	11,400.00
	Maar Road			3,888.00
	Marlin Crescent	49,813.00	37,406.18	55,200.00
	Middle Creek-Cuoyar Road	102,480.00	77,965.15	156,740.00
	Miles Way	20,017.00	16,647.06	19,650.00
	Muir Street	4,365.00	3,914.91	2,800.00
	Munro Street	9,260.00	6,632.64	9,440.00
	Mylie Court	10,220.00	7,539.03	6,640.00
	Naranga-Brownings Street			56,680.00
	Naku North Road	10,630.00	10,552.26	11,700.00
	Palace Lane	5,076.00	3,436.53	4,220.00
	Parsons Street	4,568.00	2,728.34	3,575.00
	Pine Street	4,275.00	4,348.33	10,660.00
	Pitts Road	11,445.00	9,769.53	10,660.00
	Pock Street	4,635.00	4,151.36	113,100.00
	Rawley Street	9,590.00	14,136.74	5,850.00
	Ridge Road			12,770.00
	Highway Street (Scott Intersection)	7,000.00	4,380.52	7,500.00
	Scott Street (Hullway Intersection)		4,360.42	
	Scotts Cross	15,439.00	13,617.98	19,775.00
	Thompson Street Road	47,202.00	31,812.05	27,440.00
	Van Sandt Drive	25,817.00	22,236.89	17,640.00
	Williams Road	159,519.00	140,284.21	147,510.00
	Yorak Lane	4,894.00	3,153.30	4,300.00
		1,144,508.00	1,054,128.42	1,256,955.00
Central Area				
	Oliver Street		5,785.00	
	Alvins Road	2,422.00	5,027.96	3,400.00
	Andrew Street	7,348.00	7,330.30	5,790.00
	Bonds Road	4,764.00	3,822.81	3,020.00
	Denmark Road	43,475.00	35,904.00	30,000.00
	Curfords Road	6,999.00	5,302.59	5,600.00
	Frederic Street	17,522.00	16,556.48	13,200.00
	Irish Street	20,921.00	16,117.50	10,540.00
	Lodge Road	4,820.00	9,212.10	4,820.00
	Michals Street		492.00	
	Petersen Drive		39,706.41	
	Wellers Road	67,820.00	64,381.21	77,540.00
	Wider Wulfsberg Road	139,469.00	106,745.00	114,000.00
		529,628.00	297,231.38	270,160.00
North Area				
	Archie Street		136.60	
	Bramston Lane	4,807.00	1,862.46	2,400.00
	Butler Drive	59,355.00	35,943.96	34,810.00
	Burtway Street		43,531.16	
	Clayton West Road	50,813.00	33,623.39	27,650.00
	Croft Lane	12,069.00	9,077.72	9,600.00
	Cooper St (Hull Intersection)	8,234.00	16,804.23	9,000.00
	Ray Dell Lane	8,950.00	7,552.21	6,400.00
	Chilton Street	6,099.00	6,018.34	6,370.00
	Elizabeth Place	2,097.00	2,550.62	1,160.00
	Haager Drive	48,591.00	46,462.41	90,600.00
	Hines Road	2,401.00	3,766.98	1,790.00
	Hodge Street	10,395.00	15,031.26	9,100.00
	Jewoe Street	12,666.00	10,850.64	14,755.00
	Jones Street	5,640.00	5,241.01	4,390.00
	Kemp Street		27,636.02	
	Lavers Road		39,356.20	
	Main Street (Tingook)	13,008.00	19,730.14	14,400.00
	Mohrland Road	3,810.00	2,011.36	2,080.00
	McLukas Crescent	17,002.00	13,447.06	14,350.00
	North Street		12,888.34	
	Hull St	4,547.00	4,377.15	4,220.00
	Rain Avenue			6,055.00
	Rifle Range Road	14,145.00	12,642.91	15,100.00
	Ripplingale Street	14,019.00	7,636.27	8,910.00
	Rose Road	35,915.00	22,236.75	29,600.00
	Stamps Avenue			3,575.00
	Stuart Court	3,620.00	2,680.23	1,000.00
	Strenuous Road (removed from Program)	64,607.00		53,500.00
	Stonelands Road	43,569.00	30,344.00	36,625.00
	Suren Crescent	19,096.00	14,521.03	11,740.00
	Tesche Road	57,099.00	44,558.31	49,300.00
	Thompson St	2,637.00	3,162.75	2,500.00
	Webbers Bridge Road	86,470.00	50,934.46	43,100.00
	Welding Road	41,939.00	23,716.70	38,470.00
	Wilson Webster Road	76,500.00	80,176.52	71,400.00
	Wilson Road	98,126.00	77,794.71	86,125.00
		860,277.00	708,288.68	678,325.00
Total Reseals				
		2,324,413.00	2,059,649.49	2,245,340.00
TIDS Works				
LRRS Projects				
	Disposal of Old West Road (R0.3.00 (261/LSR/15)		8,640.54	4,000.00
	Ridgely Road Ch 0 + 1.100 (261/LSR/002)		1.87	
	Coypun Road (261/LSR/13)	2,100,000.00	1,412,782.74	1,600,000.00

	Numbia Bunkers Rd – Stuart River Bridge (261, L35M31)	2,104,477.00	1,414,625.74	1,600,000.00
Total TIDS WORKS		4,269,477.00	2,832,636.34	3,204,000.00
Roads to Recovery				
	Kings Creek	---	38,240.00	---
	Wide Road	---	63.00	---
	Shard Valley Drive	---	342.65	---
	Tramline Road - Tingara Charles St Rd	---	208.18	---
	Wattlecamp Road	---	490.58	---
	Clark & Swerton Road - Floodway	169,000.00	---	---
	Eldsmare Road Intersection (Stuart Valley Road)	---	---	---
	Imperial Road - Sealing (CHI 600 1640)	305,000.00	34,454.40	305,000.00
	Fisher & Moore Sts - Intersection Upgrade	150,000.00	33,541.06	160,000.00
	Matwell Street - Pavement Rehab and M&C	360,000.00	77,510.19	497,000.00
	Bright Road	300,000.00	383,541.74	300,000.00
Total Roads to Recovery		1,174,000.00	663,394.22	1,142,662.00
Loan Funded Projects	Blackbutt Town Development	1,420,000.00	---	1,500,000.00
	Five Street Corridor Plan (Mile/Mains)	---	136,854.65	---
	Goodwin Street Construction (M&P)M	---	278,079.32	---
	Riskway St - Blackbutt - CR90 to ch. 150	---	41,256.64	---
	Crabtree St - Blackbutt - Stormwater	---	87,511.32	---
	Resals			
	Reveal Prep Works Blackbutt Streets	---	---	---
	Creeper La Street	6,308.00	4,351.38	---
	Courson Street	---	6,706.36	---
	Creek Street	5,475.00	4,364.28	---
	Crofton Street	18,789.00	15,375.37	---
	Jarvis Court	23,614.00	17,588.11	---
	John Street	23,806.00	14,252.48	---
	Thames Street	9,910.00	4,228.97	---
	Total Blackbutt Town Development	1,500,000.00	603,267.66	1,600,000.00
	Mimranan Estate Development	2,158,000.00	---	2,158,000.00
Total Loan Funded Projects		3,638,000.00	603,267.66	3,638,000.00
Soil Laboratory				
	Soil Lab Capital Equipment	10,000.00	396.00	10,000.00
Total Soil Laboratory		10,000.00	396.00	10,000.00
TOTAL ROADS		14,796,290.00	10,008,405.20	15,883,102.00
NDRRA - Additional Loan Funded Projects	NDRRA Complementary Works	500,000.00	13,154.00	500,510.00
	FR 2013 - SBRC 1M 15	---	1,177.11	---
	FR 2013 - SBRC 841 10	---	181,386.00	---
	SBRC 123 15 - Wattlecamp Road	---	1,486.43	---
Total NDRRA - Additional Loan Funded Projects		500,000.00	197,073.54	500,510.00
NDRRA - Other Projects				
	SBRC 114 13 - River Road Sewer Main	---	3,469,618.63	---
	SBRC 114 13 - River Road Sewer Main	---	276,421.62	---
	SBRC 169 13 - Goodwin Road Spillway	---	3,083,674.12	---
	SBRC 173 14 - Leura Road	---	464,488.48	---
Total NDRRA - Other Projects			7,319,361.82	
WATER SERVICES				
GENERAL OPERATIONS				
	Telemetry Upgrades	30,000.00	---	30,000.00
TOTAL GENERAL OPERATIONS		30,000.00	---	30,000.00
BLACKBUTT WATER				
	Mains Unallocated Budget	100,000.00	---	100,000.00
	WTP Unallocated Budget	20,000.00	---	20,000.00
	Hummocks Unallocated Budget	---	---	---
	Reservoir Unallocated Budget	---	---	---
	Other Unallocated Budget	---	---	---
TOTAL BLACKBUTT WATER		120,000.00	---	120,000.00
KINGAROY WATER				
	Mains - Unallocated Budget	700,000.00	---	720,597.00
	Replace Rising Main - Stuart River WTP	---	383,696.88	390,000.00
	Watafa (Youngman/William)	---	4,357.36	---
	Rising Main - Hay St Upgrade	---	---	800,717.00
	Replace Rising Main - Mt Wooroon to Hay St	800,000.00	---	---
	Carl St (Works Rd End)	---	7,370.65	---
	Goodwin Rd (Airport Link)	---	60,627.86	---
	Hay St (Fisher/Wilkinson)	---	358.26	---
	James Street Main Replacement	---	85,388.18	---
	Bluff Street Main Replacement	---	373.30	---
	Henry Street Main Replacement	---	423.72	---
	Mount Wooroon to Pump Station	---	6,589.88	---
	WTP - Unallocated Budget	---	---	---
	DAF - Design & Tender	---	85,280.18	300,000.00
	DAF - Construction	---	71,000.00	500,000.00
	DAF Plant & Filter Structure	---	---	---
	Replace Vacuum Pumping with Diaphragm	---	---	---
	Replace Isolated Valves, Offtake Pipes etc	---	---	---
	Return of Regrace Building	---	---	---
	New Filters in conjunction with CAT	7,300,000.00	---	---
	Controlroom WTP - Raw Water Delivery 1	---	17,407.38	---

	Gordonbrook WTP - PAC Tank 2		20,434.00	20,434.00
	Gordonbrook WTP - Coxy & Flocculation 3		49,398.00	49,398.00
	Gordonbrook WTP - Clarification 5		1,013,719.00	1,013,719.00
	Gordonbrook WTP - UDAFF 6		2,534,193.00	2,534,193.00
	Gordonbrook WTP - CW Storage & Pumps 7		469,332.35	469,332.35
	Gordonbrook WTP - PAC Dosing 8		417,201.00	417,201.00
	Gordonbrook WTP - Airm Dosing 9		160,073.92	160,073.92
	Gordonbrook WTP - Soda Ash Dosing 10		30,310.00	30,310.00
	Gordonbrook WTP - Poly Dosing 12		107,549.00	107,549.00
	Gordonbrook WTP - Hypochlorite Dosing 13		34,008.00	34,008.00
	Gordonbrook WTP - Sludge Handling 14		113,823.00	113,823.00
	Gordonbrook WTP - Potable Water 18		16,075.00	16,075.00
	Gordonbrook WTP - Service Water 19		25,800.00	25,800.00
	Gordonbrook WTP - Effl. Control Treat 20		1,014,377.33	1,014,377.33
	Gordonbrook WTP - DAF Building 21		32,958.00	32,958.00
	Gordonbrook WTP - East WTP Building 22		102,552.00	102,552.00
	Gordonbrook WTP - Wastewater System 24		23,188.00	23,188.00
	Gordonbrook WTP - Schematics 25		172,761.00	172,761.00
	Gordonbrook WTP - Commissioning 26		210,287.00	210,287.00
	Gordonbrook WTP - Design, P&ID, Wirepath 27		1,254,338.00	1,254,338.00
	Gordonbrook WTP - Miscellaneous 28		475,117.36	475,117.36
	Gordonbrook WTP - MSD Upgrade		34,991.88	34,991.88
	Program Management		4,776.12	4,776.12
	Pump Stations - Unallocated Budget			
	Rechlorination facility at Holly St FC	150,000.00		150,000.00
	Rechlorination facility at Orana FS	100,000.00		100,000.00
	Reservoir - Unallocated Budget			
	Other - Unallocated Budget			
	New L&L - 3ML Reservoir and Trunk Main	500,000.00		500,000.00
	Other - Unallocated Budget			
	Rechlorination - Unallocated Budget			
	TOTAL KINGAROO WATER	4,450,000.00	\$,885,908.84	7,824,067.00
	KUMBA WATER			
	Mains - Unallocated Budget			
	WTP - Unallocated Budget			
	Pump Stns - Unallocated Budget			
	Reservoir - Unallocated Budget			
	Other - Unallocated Budget			
	Rechlorination - Unallocated Budget			
	TOTAL KUMBA WATER			
	MURGOON WATER			
	Mains - Unallocated Budget	140,000.00		140,000.00
	Wall St (Peases) and Burye Hwy - Murgon		36,590.58	36,590.58
	Wether St (Carrivuth)		82,078.97	82,078.97
	WTP - Unallocated Budget			
	Upgrade CW PS Rechlorination		479.68	479.68
	Upgrade CW PS Rechlorination		43,115.30	43,115.30
	WTP - Filter Media Upgrade		219.77	219.77
	PLC Control Upgrade		13,395.34	13,395.34
	Upgrade Telemetry WTP/PS/Reservoir		40,751.80	40,751.80
	Intake Upgrade & Land Acquisition			45,000.00
	Upgrade to Filter Media & Backwash Equipment	250,000.00		250,000.00
	Pump Stns - Unallocated Budget			
	Reservoir - Unallocated Budget			
	Hospital Tower Upgrade		72,578.00	72,578.00
	Other - Unallocated Budget			
	Rechlorination - Unallocated Budget			
	TOTAL MURGOON WATER	390,000.00	264,997.69	466,000.00
	NANANGO WATER			
	Mains - Unallocated Budget	320,000.00		320,000.00
	Oranger St (Coppa Henry)		155,486.91	155,486.91
	Chester St (Eau Approx)		1,429.00	1,429.00
	Henry St (Drayton Approx)		142,404.28	142,404.28
	Fitzroy Street		10,118.49	10,118.49
	Alford Street		2,216.91	2,216.91
	Dalry St. Water Main Installation		79,092.96	79,092.96
	WTP - Unallocated Budget			
	Pump Stns - Unallocated Budget			
	Reservoir - Unallocated Budget			
	Other - Unallocated Budget			
	Rechlorination - Unallocated Budget			
	TOTAL NANANGO WATER	320,000.00	339,743.66	342,881.00
	PROSTON WATER			
	Mains - Unallocated Budget	40,000.00		40,000.00
	Collins St (Orana/Woodville FS)		659.87	659.87
	WTP - Unallocated Budget			
	Pump Stns - Unallocated Budget			
	Reservoir - Unallocated Budget			
	Other - Unallocated Budget			
	Rechlorination - Unallocated Budget			
	TOTAL PROSTON WATER	40,000.00	659.87	40,630.00
	PROSTON RURAL WATER			
	Mains - Unallocated Budget	100,000.00		100,000.00
	WTP - Unallocated Budget			
	Pump Stns - Unallocated Budget			
	Reservoir - Unallocated Budget			
	Other - Unallocated Budget			
	Rechlorination - Unallocated Budget			
	TOTAL PROSTON RURAL WATER	100,000.00		100,000.00
	WONDAI WATER			
	Mains - Unallocated Budget	240,000.00		240,000.00

	Phase 2 Water Main Replacement		180,901.38	
	WWTP - Unallocated Budget			
	Pump Stns - Unallocated Budget			
	Subst Street Pump Station Upgrade		4,749.48	5,000.00
	Reservoir - Unallocated Budget			
	River Road - Long 2 Hedges		40,641.82	
	Other - Unallocated Budget			100,000.00
	Rehabilitation - Unallocated Budget			
WONDAL WATER		240,000.00	228,292.37	240,000.00
WOOROOLIN WATER				
	Mains - Unallocated Budget			
	WTP - Unallocated Budget			
	Pump Stns - Unallocated Budget			
	Reservoir - Unallocated Budget			
	Other - Unallocated Budget			
	Rehabilitation - Unallocated Budget			
TOTAL WOOROOLIN WATER				
TOTAL WATER SERVICES		5,690,000.00	10,719,600.32	8,863,588.00
WASTEWATER SERVICES				
GENERAL OPERATIONS				
	Telemetry Upgrade	30,000.00		30,000.00
TOTAL GENERAL OPERATIONS		30,000.00		30,000.00
BLACKBUTT WASTEWATER				
	Mains - Unallocated Budget	120,000.00		240,000.00
	Manholes - Unallocated Budget			
	WWTP - Unallocated Budget			
	WWTP - Sludge Dewatering Screen & Press			
	Pump Stns - Unallocated Budget			
	Other - Unallocated Budget			
TOTAL BLACKBUTT WASTEWATER		120,000.00		240,000.00
KINGAROY WASTEWATER				
	Mains - Unallocated Budget	700,000.00		659,769.00
	River Road Inlets Main Replacement			590,720.00
	Sewer Main Relining		447,664.99	
	Manholes - Unallocated Budget		20.13	
	WWTP - Unallocated Budget			
	Tender 8 Design Fees		0.00	
	WWTP Upgrade	15,300,000.00		
	WWTP Upgrade - Supervision		377,719.36	700,000.00
	WWTP Upgrade - Preliminary Works		263,356.96	600,000.00
	WWTP Upgrade - Stage 3 Design & Document		14,572.54	50,000.00
	WWTP Upgrade - Stage 4 Tender & Tender Assessment		229,686.40	250,000.00
	WWTP Upgrade - Stage 5 Supervision & Commissioning		80,046.00	100,000.00
	WWTP Upgrade - River Road Water Main		219,150.62	270,000.00
	Kingaroy WWTP - Sludge Reception - 1		824,847.80	63,825.00
	Kingaroy WWTP - RTA - 2		3,367,930.77	1,041,594.00
	Kingaroy WWTP - Pulpwater Pump Station 3		251,036.35	164,720.00
	Kingaroy WWTP - Biosolids - 4		6,432,611.62	2,056,468.00
	Kingaroy WWTP - Underground Pipework - 5		630,027.36	100,200.00
	Kingaroy WWTP - Effluent Bulb Tank - 6		270,330.00	
	Kingaroy WWTP - Control & Optimisation - 7		1,364,151.65	509,626.00
	Kingaroy WWTP - Recycle Water Facility - 8		3,517,000.00	276,040.00
	Kingaroy WWTP - WAS Thickening - 9		264,064.26	142,457.00
	Kingaroy WWTP - Aeration Digester - 10		2,864,266.00	323,376.00
	Kingaroy WWTP - Mechanical Dewatering - 11		1,907,422.62	362,007.00
	Kingaroy WWTP - Potable Water System - 12		67,030.20	
	Kingaroy WWTP - Bulk Chem Dose Sys - 13		1,175,587.04	
	Kingaroy WWTP - Elect Control Inst - 14		3,634,343.40	47,939.00
	Kingaroy WWTP - Admin Building - 15		1,499,101.80	
	Kingaroy WWTP - Major Yard Pipework - 16			
	Kingaroy WWTP - Stormwater - 17		1,417,219.96	109,841.00
	Kingaroy WWTP - Commissioning - 18		803,581.32	
	Kingaroy WWTP - Design, Rpt, Withops - 19		6,107,622.04	1,759,221.00
	Kingaroy WWTP - Miscellaneous - 20		1,288,847.17	276,884.00
	Kingaroy WWTP - Construction		9,300.04	
	Kingaroy WWTP - Hodgins Rd Water		3,135.51	
	Program Management		4,180.54	
	Kingaroy WWTP - Final Pond Desludging		3,336.26	
	Pump Stns - Unallocated Budget			
	Other - Unallocated Budget			
KINGAROY WASTEWATER		16,000,000.00	37,426,368.19	11,000,710.00
MURGOON WASTEWATER				
	Mains - Unallocated Budget	470,000.00		745,600.00
	Manholes - Unallocated Budget			
	Sewer Main Relining		209,272.94	
	WWTP - Unallocated Budget			
	Inlet Screen		6,749.60	35,200.00
	Pump Stns - Unallocated Budget			
	Other - Unallocated Budget			
TOTAL MURGOON WASTEWATER		470,000.00	637,022.44	787,325.00
NANANGO WASTEWATER				
	Mains - Unallocated Budget	370,000.00		629,820.00
	Regional Ring Sewer Main Station End			
	Rivendale Sundry Sewer Drydown St		14,749.00	
	Crabby St sewer Station		3,231.83	
	Manholes - Unallocated Budget		387,636.00	
	Manholes - Unallocated Budget			
	WWTP - Unallocated Budget			
	Change from Lifetime Grants		4,703.65	

	Pump Stations - Unallocated Budget	-	-	-
	Other - Unallocated Budget	-	-	-
TOTAL NANANGO WASTEWATER		370,000.00	359,674.38	629,530.00
PROSTON CED				
	Mains - Unallocated Budget	-	-	-
	Manholes - Unallocated Budget	-	-	-
	WWTP - Unallocated Budget	-	-	-
	Pump Stations - Unallocated Budget	-	-	-
	Other - Unallocated Budget	-	-	-
TOTAL PROSTON CED		-	-	-
WONDAI WASTEWATER				
	Mains - Unallocated Budget	350,000.00	-	369,600.00
	Sewer Main Reinst	-	471,850.00	-
	Manholes - Unallocated Budget	-	-	-
	WWTP - Unallocated Budget	-	-	-
	Sludge Handling Upgrade	-	-	54,780.00
	Routing Intake Screen	-	-	11,429.00
	Pump Stations - Unallocated Budget	80,000.00	-	80,000.00
	Other - Unallocated Budget	-	-	-
TOTAL WONDAI WASTEWATER		430,000.00	471,850.00	714,877.00
TOTAL WASTEWATER SERVICES		17,410,000.00	38,606,915.01	13,372,942.00
WASTE				
Regional Waste Management				
	Brisbane Transfer Station	25,000.00	-	196,000.00
	Clayton Transfer Station	55,106.00	-	176,330.00
	Clurgong Transfer Station	-	-	196,000.00
	Hivesville Transfer Station	302,000.00	-	262,000.00
	Home Creek - 2 slip bins	30,000.00	-	30,000.00
	Mandowee Transfer Station	75,765.00	-	75,765.00
	Memersong Transfer Station	-	-	50,000.00
	Walscamp Transfer Station	-	-	50,920.00
	Other Transfer Station upgrades	515,465.00	-	-
Total Regional Waste Management		883,366.00	-	889,045.00
TOTAL WASTE		883,366.00	-	889,045.00
TOTAL CAPITAL WORKS PROGRAM		45,923,696.00	73,449,776.17	49,360,785.00

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

Communication/Consultation (Internal/External)

Ongoing budget monitoring and review undertaken by all Departments.

Legal Implications (Statutory Basis, Legal Risks)

Works are part of normal operations.

Policy/Local Law/Delegation Implications

Works undertaken have been approved as part of 2014-2015 Budget.

Asset Management Implications

Asset registers will be updated on completion of projects.

10.1.3 F - 1452087 - 2015 Budget Revision**Document Information****IR No** 1452087**Author** General Manager Finance**Date** 5 May 2015**Précis**

Review of Council's 2015 Budget for the quarter ending 31 March 2015.

Summary

A review of the 2015 Budget has been undertaken as at 31 March 2015. The Operational Budget forecasts a net operating surplus of \$7,330,477.

The tables below show the projected changes compared to original budget for each of relevant operations functions of Council.

Operational Budget

Program	Original Budget Result \$	Half Year Result \$	Three Quarterly Result \$
General Operations	(\$165,095)	(\$58,481)	(\$334,342)
Plant & Fleet	\$852,245	\$698,960	\$698,960
Water	(\$182,273)	(\$182,273)	(\$182,273)
Waste Water	\$91,525	\$91,525	\$91,525
Waste	\$65,275	\$65,275	\$224,507
NDRRA	(\$2,300,000)	(\$2,300,000)	\$2,100,000
Result from Operations	(\$1,638,323)	(\$1,684,894)	\$2,598,377
Net Operating Surplus	\$11,974,284	\$3,567,713	\$7,330,477

A projection of Councils operating result (excluding flood restoration works) is as follows:

Program	Original Budget Result	Half Year Result	Three Quarterly Result
General Operations	(\$165,095)	(\$58,381)	(\$334,342)
Plant & Fleet	\$852,245	\$698,960	\$698,960
Water	(\$182,273)	(\$182,273)	(\$182,273)
Waste Water	\$91,525	\$91,525	\$91,525
Waste Management	\$65,275	\$65,275	\$224,507
Total Surplus	\$156,800.00	\$156,800.00	\$498,377

Adjustments have been made in:

Operating Revenue:

- Fees and Charges,
- NDRRA Revenue

Capital Revenue:

- Grants, Subsidies, Contributions and Donations, mainly related to the timing of the receipt of funds for major projects.

Expenditure

- Materials and Services,
- NDRRA Expenditure

The proposed amendments do not significantly change the focus of the overall budget as forecast in July 2014.

Officer's Recommendation

That in accordance with Section 170(3) of the Local Government Regulation 2012 the revised Budget to 30 June 2015 be adopted.

Comprehensive Income Statement as at 31 March 2015

	14/15 YTD Actuals	14/15 Original Budget	14/15 Amended Budget	14/15 Proposed Budget
REVENUE				
Recurrent Revenue				
Fees & Charges	3,711,128	3,947,695	3,922,295	4,125,399
Interest Received	1,371,599	1,657,190	1,657,190	1,657,190
Other Income	537,759	987,565	987,565	907,897
Rates, Levies & Charges	31,291,358	40,830,385	40,830,385	40,708,675
Rental Income	412,321	459,580	459,580	463,030
Sales Revenue	5,121,660	5,351,535	5,351,535	5,350,825
Grants, Subsidies, Contributions & Donations	11,576,142	21,269,950	21,311,929	15,785,346
Total Recurrent Revenue	54,021,968	74,503,900	74,520,479	68,998,362
Capital Revenue				
Grants, Subsidies, Contributions & Donations	2,606,975	12,168,477	3,808,477	3,808,477
Total Revenue	56,628,943	86,672,377	78,328,956	72,806,839
Capital Income				
Capital Income	683,002	1,444,130	1,444,130	923,623
TOTAL INCOME	57,311,944	88,116,507	79,773,086	73,730,462
EXPENSES				
Recurrent Expenses				
Depreciation	10,528,357	12,634,005	12,634,005	12,634,005
Donations	647,890	510,500	480,500	480,773
Employee Benefits	20,259,008	25,877,400	25,693,270	25,422,958
Finance Costs	1,367,889	2,319,070	2,542,355	2,446,730
Materials & Services	21,725,599	34,801,248	34,855,243	25,415,519
Total Recurrent Expenses	54,528,742	76,142,223	76,205,373	66,399,985
TOTAL EXPENSES	54,528,742	76,142,223	76,205,373	66,399,985
Net Operating Surplus	2,783,202	11,974,284	3,567,713	7,330,477

Financial and Resource Implications

The revised budget maintains the link with achieving the Operational Plan 2014/15 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 25 July 2014.

Link to Corporate/Operational Plan

EXC1.1 Develop and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities

Communication/Consultation (Internal/External)

Budgets were reviewed by the relevant budget manager.

Legal Implications (Statutory Basis, Legal Risks)

The budget review has been undertaken in accordance with Section 170(3) of Local Government Regulation 2012.

Policy/Local Law/Delegation Implications

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Asset Management Implications

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

10.2 Planning (P&LM)

Officer's Reports

10.2.1 P&LM - 1445105 - Forwarding Reduction in Council Fees Application for Storage Shed at Wondai Sportsground - waiver of fees - BLD2015/0061

Document Information

IR No 1445105

Author Technical Officer – Planning

Endorsed
By Manager – Planning & Land Management
General Manager – Corporate Services

Date 4 May 2015

Précis

Forwarding Reduction in Council Fees Application for Storage Shed at Wondai Sportsground - waiver of fees - BLD2015/0061

Summary

Council received a written request from the Wondai District Cricket Club Inc for a 100% waiver of the Building Application Fee. The application is for a Storage Shed at the Wondai Sports Grounds located at 14064 Bunya Highway, Wondai (and described as Lot 156 on FY809991). The details are as follows:

- The Wondai District Cricket Club intend building a Storage Shed at the Wondai Sports Grounds.
- The Storage Building is for the 5 current non for profit/community groups that are using the facilities.
- A permanent shaded structure is to be used by juniors, seniors and spectators whilst various sports are being played on the second oval of the Sports Grounds.

Officer's Recommendation

That Council *approve* 100% the waiver of the Building Application Fee \$405.00 taking into consideration the community nature of the Wondai Sports Ground. Based on previous decisions by Council in these matters, it is considered appropriate to retain the document lodgement fee (\$168.00) associated with the Building Work applications.

Financial and Resource Implications

Financial implication - reduced revenue – Building Application Fee - \$405.00

Link to Corporate/Operational Plan

No implication can be identified.

Communication/Consultation (Internal/External)

Not relevant

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

Asset Management Implications

No implication can be identified.

10.2.2 P&LM - 1443993 - Forwarding Reduction in Council Fees Application for construction of shed at Blackbutt Showgrounds and requesting waiver of building application and inspection fees - BLD2015/0063

Document Information

IR No 1443993

Author Technical Officer – Planning

Endorsed By Manager – Planning & Land Management
General Manager – Corporate Services

Date 4 May 2015

Précis

Forwarding Reduction in Council Fees Application for construction of shed at Blackbutt Showgrounds and requesting waiver of building application and inspection fees - BLD2015/0063

Summary

Council received a written request from the Bloomin Beautiful Blackbutt Festival for the waiver of the Building Application Fee and Inspection Fee. The application is for a Storage Shed to be constructed at Blackbutt Showgrounds located at Hart Street, Blackbutt (and described as Lot 174 on CA311082) for storage of equipment, files and other items to assist in the annual Bloomin Beautiful Blackbutt Festival.

Officer's Recommendation

That Council *approve* 100% the waiver of the Building Application Fee \$405.00, taking into consideration the community nature of the Bloomin Beautiful Blackbutt Festival.

Based on previous decisions by Council in these matters, it is considered appropriate to retain the document lodgement fee (\$168.00) associated with the Building Work application.

Financial and Resource Implications

Financial implication - reduced revenue – Building Application Fee - \$405.00

Link to Corporate/Operational Plan

No implication can be identified.

Communication/Consultation (Internal/External)

Not relevant

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

Asset Management Implications

No implication can be identified.

10.2.3 P&LM - 1424013 - Forwarding IDAS Application Material Change of Use (Medical centre) - 183-189 Haly Street, Kingaroy - Lot 16 SP225635 Applicant: Midland International Pty Ltd C/- Blueprint Drafting Services

Document Information

IR No 1424013

Author Technical Officer Planning

**Endorsed
By Manager – Planning & Land Management
General Manager – Corporate Services**

Date 5 May 2015

Précis

Forwarding IDAS Application Material Change of Use (Medical centre) - 183-189 Haly Street, Kingaroy - Lot 16 SP225635 Applicant: Midland International Pty Ltd C/- Blueprint Drafting Services

Summary

Key Point Summary

- Application for a Medical Centre which falls within the Commercial Use Class under the Planning Scheme;
- Proposed location is vacant shops in the Business & Commercial Zone with Preferred Land Use of Core Business & Commercial;
- Assessable against the Urban Locality Code and Community Facility Overlay Code;
- Application recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the Development Application for Material Change of Use (Medical Centre) at 183-189 Haly Street, Kingaroy (and described as Lot 16 on SP225635), subject to the following conditions:

General

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:

- Site Plan Sheet 1 of 11 Rev A Project Number – 14-2018-SPY;
- Floor Plan Sheet 2 of 11 Rev A Project Number – 14-2018-SPY;
- Elevations Sheet 3 of 11 Rev A Project Number – 14-2018-SPY;
- SRV Turning Movement Plan Sheet 11 of 11 Rev A Project Number – 14-2018-SPY;

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works; and
- Development Permit for Plumbing and Drainage Work.

GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

- GEN4. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

Compliance Assessment

- GEN5. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

Refuse Storage Collection

- MCU1. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
- MCU2. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- level;
 - provided with impervious hard stand and drained; and
 - if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU3. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- all tap outlets must be fitted with backflow prevention devices;
 - the floor areas are to be drained to sewer; and
 - areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.
- MCU4. Medical Waste – Cytotoxic and infectious disease waste is not to be disposed of through the general waste stream. Cytotoxic and infectious disease waste must be disposed of via a regulated waste transporter/disposal operator.

Property Access

- ENG1. Property access shall be provided in accordance with the details in table S2.7 – Design and Construction Standards of the Kingaroy Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. SEQ R-051, Type A, with dimension W1 being the greater of:
- 6.0m; and
 - the minimum value necessary to meet the swept path requirements of the Small Rigid Vehicle (SRV) as defined in AS/NZS 2890.2, or the actual ambulance vehicle, whichever is the more onerous requirement.
- ENG2. Only one access to the site will be permitted.
- ENG3. Fencing, landscaping and letterboxes must not to impede sight lines for vehicles exiting the site.
- ENG4. Road works and entrances shall be constructed so as to:
- remove all disused vehicle entrances and reinstate kerbing consistent with the adjacent kerb profile;
 - permit access and egress from the site in a forward gear;
 - avoid a trip hazard to pedestrians; and
 - ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Manoeuvrability

- ENG5. Before commencing use, provide at least eight (8) line-marked car parking spaces, in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire Council IPA Planning Scheme and comprising of:
- (a) seven (7) for B99 vehicles including one (1) disabled bay, in compliance with the requirements of the current version of AS/NZS 2890.1; and
 - (b) one (1) ambulance parking space 10.5m long, 3.5m wide and having 3.5m vertical clearance for a SRV vehicle, in compliance with the requirements of the current version of AS/NZS 2890.2.
- ENG6. The disabled car park shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG7. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle, except that the turning radii and areas used by the ambulance including the driveway, parking and manoeuvring areas shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.2 to suit both a Small Rigid Vehicle (SRV) and the Service Vehicle defined on Concept Plan *Turning Movements Plan 9*, Project No. 13-1744-SPY Sheet 20 dated 7th February 2014.
- ENG8. Before commencing use, provide for Compliance Assessment by Council's General Manager of Infrastructure .DWG format drawings demonstrating the turning templates required to both enter and exit the property at the proposed laneway cross-over in a forward direction and to enter and exit:
- (a) all proposed parking bays (other than the Ambulance Bay) using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1
 - (b) the proposed Ambulance Parking Bay, using a Small Rigid Vehicle as defined in AS/NZS 2890.2, including a clearance of 300mm to both sides of the turning path as required by clause 5.4 of AS/NZS 2890.2.
- ENG9. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG10. The car parking areas and internal driveways shall be constructed, drained and surfaced with either asphaltic concrete, bitumen or reinforced concrete; or where such surfacing exists but is damaged, repaired to the requirements of Council's General Manager of Infrastructure, so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and to the satisfaction of South Burnett Regional Council.

Kerb and Channel

- ENG11. Kerb & channel to a profile matching the existing profile in the adjacent laneway shall be provided along the full frontage of the property.
- ENG12. Alternatively the applicant may pay a contribution to Council towards completion of the works equal to the value of the works to repair or replace the existing kerb and channel. The amount of the contribution shall be certified by Council prior to payment.

ENG13. Before commencing use, provide a Signage and Linemarking Plan for the approval of Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD); ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.

Stormwater

- ENG14. All stormwater drainage systems, including all surface, underground and roof water components:
- (a) shall effectively drain all stormwater falling onto the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge;
 - (b) shall enable the post-development flows at the point of discharge to all downstream properties including road reserves to remain consistent with the pre-developed case;
 - (c) shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG15. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required; in accordance with South Burnett Regional Council requirements and to the satisfaction of Council. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed
- ENG16. All stormwater systems must be constructed before commencing any approved use or building works.
- ENG17. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Advice

- ADV1. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV2. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form

- ADV4. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- (a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - (b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Financial and Resource Implications

No implication can be identified

Link to Corporate/Operational Plan

- GO3 Balanced development that preserves and enhances our region.
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this Report.

Legal Implications (Statutory Basis, Legal Risks)

Applicant has a right of appeal against Council's decision pursuant to Section 465 of the *Sustainable Planning Act 2009*.

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

11. Information Section (IS)

11.1 IS - 1452599 - Reports for the Information of Council

Document Information

IR No 1452599

Author Administration Section

Date 7 May 2015

Précis

Reports received for the Information of Council.

Summary

List of correspondence pending completion of assessment report
Delegated Authority Report

Officer's Recommendation

That the reports be received.

12. General Section

No Report.

13. Confidential Section

13.1 CONF - 1450781 - Quote SBRCQ14/15-04 Replacement of Volvo Loader Plant Number 4

Document Information

IR No 1450781

Author Plant & Workshop Coordinator

**Endorsed
By General Manager Finance**

Date 30 April 2015

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

13.2 CONF - 1451989 - Procurement of Stormwater Components for the Blackbutt Town Development Project

Document Information

IR No 1451989

Author Manager Design & Technical Services

**Endorsed
By General Manager Infrastructure**

Date 5 May 2015

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

